



CITY OF SWEET HOME CITY COUNCIL AGENDA

March 10, 2026, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WiFi Passcode: guestwifi

PLEASE silence all cell phones – Anyone who wishes to speak, please sign in.

Mission Statement

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.

Meeting Information

This meeting is open to the public in person and virtually. The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the meeting live, visit <http://live.sweethomeor.gov>. If you do not have access to the internet, you can call in to 971-203-2871 and enter the meeting ID followed by the # sign to be logged in to the call. Meeting ID: 882 329 760

This video stream and call in options are allowed under Council Rules, meet the requirements for Oregon Public Meeting Law, and have been approved by the Mayor and Chairperson of the meeting.

I. Call to Order & Pledge of Allegiance

II. Roll Call

III. Consent Agenda

- a) Approval of Minutes:
 - i) [2026-02-24 City Council Work Session Minutes](#)
 - ii) [2026-02-24 City Council Meeting Minutes](#)

IV. Recognition of Visitors & Hearing of Petitions

- a) Student Honoree
- b) Sweet Home Chamber of Commerce Annual Report
- c) [Community Health Committee Annual Report](#)

V. New Business

- a) [Request for Council Action – Committee & Commission Appointments & Reappointments](#)
- b) [Request for Council Action – Resolution No. 4 for 2026 – Referring a Charter Amendment to the Electors of the City & Adopting a Ballot Title & Explanatory Statement](#)

VI. Reports of Committees

Administration, Finance & Property Committee – President Pro Tem Thorstad

- [2026-02-23 Administration, Finance & Property Committee Meeting Minutes](#)

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation, advanced notice is requested by notifying the City Manager's Office at 541-367-8969.

Community Health Committee – Councilor Bronson

- [2026-02-25 Community Health Committee Meeting Minutes](#)

Library Advisory Board – Councilor Augsburger

Park & Tree Committee – Councilor Hegge

Planning Commission

Area Commission on Transportation – Councilor Sanchez, Councilor Bronson (alternate)

Chamber of Commerce – Councilor Hegge

Council of Governments – Councilor Bronson, Councilor Sanchez (alternate)

Solid Waste Advisory Council – Councilor Richards

VII. Department Reports

Library

- [Library Report – February 2026](#)

Public Works

- [Public Works Report – February 2026](#)

Finance

- [Finance Report – February 2026](#)

Police

- [Police Department Report – February 2026](#)

VIII. Reports of City Officials

City Manager's Report

- [Monthly Newsletter](#)
- [Water Management Conservation Plan](#)

Mayor's Report

IX. Council Business for Good of the Order

X. Adjournment



CITY OF SWEET HOME CITY COUNCIL WORK SESSION MINUTES

February 24, 2026, 5:00 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

Mission Statement

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.

Call to Order & Pledge of Allegiance

The meeting was called to order at 5:00 PM.

Roll Call

PRESENT

Mayor Susan Coleman
President Pro Tem Josh Thorstad
Councilor Chelsea Augsburger
Councilor Ken Bronson (5:18 PM)
Councilor Aaron Hegge (5:04 PM)
Councilor Dylan Richards
Councilor Angelita Sanchez

STAFF

Jason Ogden, City Manager / Police Chief
Cecily Hope Pretty, Deputy City Manager
Adam Leisinger, Special Projects Manager
Cindi Robeck, Financial Operations Manager
Greg Springman, Public Works Advisor

Work Session

a) Budget Goal-Setting

City Manager Ogden reviewed the status of current fiscal year City Council goals. He asked the Councilors to propose goals under the five tenets of the City's Vision Statement:

- I. WE ASPIRE to make Sweet Home a community people find desirable to live in.
- II. WE ASPIRE to have an effective and efficient local government.
- III. WE ASPIRE to provide viable and sustainable infrastructure.
- IV. WE ASPIRE to provide viable and sustainable essential services.
- V. WE ASPIRE to create an economically strong environment in which businesses prosper.

Councilors completed writing their proposed goals. City Manager Ogden asked them to add stickers next to their top three goals in each category.

The following proposed goals were identified as priorities:

DESIRABLE COMMUNITY:

Continue Weddle Bridge restoration
Sidewalks on Mountain View
Walk and bike trails
Park projects

EFFICIENT GOVERNMENT:

Review Council Rules
Old City Hall plan

INFRASTRUCTURE:

Willow-Yucca LID
Finish wastewater treatment plant

ESSENTIAL SERVICES:

Complete audits and revise cost of Wastewater Treatment Plant
Water Treatment Plant generator installation
Canyon Creek Pump Station

ECONOMIC STRENGTH:

Old City Hall plan
Santiam Feed Store plan
Quarry Park
Fund CEIP

City Manager Ogden stated that staff would return with a memo with details for each proposed goal and request additional feedback at the following Work Session.

Adjournment

There being no further discussion, the meeting was adjourned at 5:31 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



CITY OF SWEET HOME CITY COUNCIL MEETING MINUTES

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Roll Call

PRESENT

Mayor Susan Coleman
President Pro Tem Josh Thorstad
Councilor Chelsea Augsburger
Councilor Ken Bronson
Councilor Aaron Hegge
Councilor Dylan Richards
Councilor Angelita Sanchez

STAFF

Jason Ogden, City Manager / Police Chief
Cecily Hope Pretty, Deputy City Manager
Adam Leisinger, Special Projects Manager
Greg Springman, Public Works Advisor

Consent Agenda

Approval of Minutes:

- a) 2026-02-10 City Council Work Session Minutes
- b) 2026-02-10 City Council Meeting Minutes

Councilor Richards moved to approve the Consent Agenda. President Pro Tem Thorstad seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Richards, Sanchez
NAY: None

Recognition of Visitors & Hearing of Petitions

Old Business

- a) Request for Council Action – Reaffirming the City's Commitment to the Intergovernmental Agreement for Managing Oregon Resources More Efficiently (MORE)

City Manager Ogden provided an overview of the MORE program and the efficiencies that can be delivered through intergovernmental partnerships. He noted that City Council had approved the IGA in 2020 but the paperwork was never filed and staff were seeking Council's reaffirmation of their desire to participate.

Councilor Richards moved to approve the MORE-IGA as presented. President Pro Tem Thorstad seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Richards, Sanchez

NAY: None

New Business

- a) Request for Council Action – Granting Negotiation & Execution Authority to the City Manager for the Sankey Park Phase III Contract

City Manager Ogden stated that Sankey Park Phase III construction needed to be completed by June 30, 2026 and provided an overview of the project scope. He noted that staff had substantially completed contract negotiations and requested approval to finalize and execute the agreement. He stated that the contract amount was for \$496,401.25 which was currently budgeted funded through a grant, donations, a City funds.

Councilor Bronson commented on the high cost generated by bureaucratic requirements, including engineering.

Councilor Sanchez noted a potential conflict of interest and that she would abstain from voting.

Councilor Richards moved to approve the item as proposed. Councilor Bronson seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Richards

NAY: None

ABSTAIN: Sanchez

- b) Request for Council Action – Resolution No. 3 for 2026 – Adopting & Allocating Funds for an Outdoor Fitness Court

City Manager Ogden stated that the Resolution would allow the City to accept a \$35,000 grant award to construct an outdoor fitness court at the park land next to City Hall. He reviewed the characteristics of the fitness court and stated that staff were pursuing additional grant opportunities to offset the City's required match of \$185,000 plus installation costs. He presented a video from the National Fitness Campaign describing their efforts and benefits.

Councilor Sanchez expressed concern with the required local match, additional liability, and competition with local fitness business owners.

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Richards

NAY: Sanchez

Reports of Committees

Administration, Finance & Property Committee – President Pro Tem Thorstad

Community Health Committee – Councilor Bronson

Library Advisory Board – Councilor Augsburger

- 2026-02-12 Library Board Meeting Minutes

Park & Tree Committee – Councilor Hegge

Planning Commission

Area Commission on Transportation – Councilor Sanchez, Councilor Bronson (alternate)

- a) 2026-02-26 CWACT Meeting Agenda

Chamber of Commerce – Councilor Hegge

Council of Governments – Councilor Bronson, Councilor Sanchez (alternate)

Solid Waste Advisory Council – Councilor Richards

Councilor Hegge stated that the Beautification Committee under the Park & Tree Committee would be resuming meetings soon and planned to conduct plantings in May. He highlighted the upcoming Blooms

and Brews Festival to celebrate Arbor Day. He noted recent restoration around Ames Creek in Sankey Park with approximately 2,500 native plantings.

Department Reports

There were no reports to be heard.

Reports of City Officials

City Manager's Report

City Manager Ogden highlighted the recent installation of fish in the medians that were fabricated by Sweet Home High School students. He noted that the Chamber Banquet would take place on Saturday and tickets were still available to the public.

Mayor's Report

Mayor Coleman thanked President Pro Tem Thorstad for representing her at the upcoming Chamber Banquet due to her planned absence. She thanked the Police Department for earning their Autism Friendly Designation. She highlighted a Sunshine Industries fundraiser on March 7th and a puzzle competition fundraiser for the Sweet Home High School Josai Club on March 14th.

Council Business for Good of the Order

Councilor Richards noted that the State of the Union was currently in progress and encouraged its viewing.

Councilor Bronson recognized the Sweet Home High School's wrestling team and cheer squad for their recent performance.

Adjournment

There being no further discussion, the meeting was adjourned at 6:55 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



Sweet Home Community Health Committee

2025-2026 – Annual Report

Kelsey Wray – Chair
Bob Dalton – Vice Chair

Committee members:

Dick Knowles
Dr. Larry Horton
Wanda Jones
Shirley Schumacher
Michael Grenz

Our Mission

- Mission
- To promote healthy living through innovative partnerships within and outside the community while aligning with the city's health goals. Address the quality of care through access to care.
- Our Foundational Goals
- To improve our community's health through creative and innovative practice(s).
- Lead change strategies through education and programs to encourage individuals to take responsibility for their health – The Healthy Choice is The Right Choice.
- To work towards and promote access to health care and resources that support the well being of all people in our community.

2025 Accomplishments

- Accomplishments (2025)
- **1. Organized and executed the annual Health Fair**
 - Successfully coordinating providers, volunteers, and community outreach efforts.
- **2. Coordinated multiple Service Provider presentations**
 - Improving awareness of available community resources, strengthening partnerships with local organizations.
- **3. Suicide Prevention Awareness presentation to the Rotary Club**
 - Supporting community education and reducing stigma around mental health.
- **4. Actively participated in community-wide planning sessions**
 - Addressing federal changes to food-related benefits, ensuring local support strategies were responsive, coordinated, and community-informed.
- **5. Prepared and submitted a letter of support for the Strawberry Park Wetland Improvement Project**
 - Contributing to the City's application for the Community Green Infrastructure Grant Program and supporting local environmental health initiatives.

2026 Goals

- **Provide Health Committee Presentations and Education to City Council**
 - Building strong and supporting relationships through engagement
- **Expand Public Education**
 - Outreach programs/presentations, materials, and exposure to health services – including better understanding of local transportation services
- **City Council to identify/include health goals**
 - Provide Health Goal resource list to City Council
- **Increase Sweet Home Community Health Fair attendance**
 - Explore
 - Building relationships with community farmers
 - Enhanced marketing through local newspaper, outreach to schools, local health services, and other community organizations
- **Support fundraising for local health-related initiatives**



Questions?

Thank you!



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Committee & Commission Appointments & Reappointments

Preferred Agenda: March 10, 2026

Submitted By: Cecily Hope Pretty, Deputy City Manager

Reviewed By: Jason Ogden, City Manager / Police Chief

Type of Action: Resolution Motion Roll Call Other

Relevant Code/Policy: SHMC Chapter 2.10, Chapter 2.20

Towards Council Goal: Be an Effective & Efficient Government

Attachments: N/A

Purpose of this RCA:

To make appointments and reappointments to the Park & Tree Committee and Planning Commission.

Background/Context:

Two members of the Park & Tree Committee held terms that expired December 31, 2025 (Scott Swanson) and February 22, 2026 (Melanie Jones). They have been operating in holdover status since that time. Both members expressed their interest in continuing to serve. There is also one full vacancy open to an at-large candidate with a term to expire December 31, 2029. The Administration, Finance & Property Committee met on February 23, 2026 to consider additional applicants. The Committee recommends the following:

- Reappointment of Scott Swanson (City Limits), term expiring 12/31/2029
- Reappointment of Melanie Jones (City Limits), term expiring 12/31/2029
- Appointment of Deena Bechtel (City Limits), term expiring 12/31/2029

One member of the Planning Commission held a term that expired December 31, 2025 (Jamie Melcher). There is also one vacancy open to an at-large candidate with a term to expire December 31, 2028. The Administration, Finance & Property Committee met on February 23, 2026 to consider additional applicants. The Committee recommends the following:

- Reappointment of Jamie Melcher (City Limits), term expiring 12/31/2029
- Appointment of Daniel Tiel (At Large), term expiring 12/31/2028

The Challenge/Problem:

The boards and committees of the City of Sweet Home serve an important role in reviewing information and concerns relevant to their charges and making recommendations to the City Council. Not filling available seats leads to inefficiencies in this recommendation process and does not allow engaged citizens the opportunity to serve in this advisory capacity for the benefit of the community.

Issues and Financial Impacts:

There are no issues or financial impacts identified as a result of this appointment.

Elements of a Stable Solution:

Timely approval of qualified applicants.

Options:

1. Do nothing: Members will continue to operate in holdover status until they step down or are reappointed. Vacancies will remain.
2. Direct staff to solicit additional applicants.
3. Approve the recommended applicants: Move to appoint and reappoint the applicants as proposed.

Recommendation:

Staff recommends option 3: Move to appoint and reappoint the applicants as recommended.



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Resolution No. 4 for 2026 – Referring a Charter Amendment to the Electors of the City & Adopting a Ballot Title & Explanatory Statement

Preferred Agenda: March 10, 2026

Submitted By: Cecily Hope Pretty, Deputy City Manager

Reviewed By: Jason Ogden, City Manager
Blair Larsen, City Attorney

Type of Action: Resolution Motion Roll Call Other

Relevant Code/Policy: Sweet Home Charter

Towards Council Goal: N/A

Attachments: Resolution No. 4 for 2025 – Referring a Charter Amendment to the Ballot
Sweet Home Charter – Proposed Markup Version
Sweet Home Charter – Proposed Clean Version
Sweet Home Charter – Current Version (May 2025)

Purpose of this RCA:

To present a potential Charter Amendment Referral that, if passed by the voters of the City of Sweet Home, would include several changes to all sections of the Sweet Home Charter.

Background/Context:

Mayor Susan Coleman appointed a Charter Review Committee in January 2025 to review the Sweet Home Charter and determine if any changes were recommended. The Committee met regularly in open meetings between April and October 2025 to develop recommendations and receive public input and finalized its recommendations on October 7, 2025. The City Council considered the recommendations during two Work Sessions held on December 9, 2025 and January 27, 2026, resulting in the proposed changes outlined in the attachments to this RCA.

The Challenge/Problem:

In order to meet the deadlines imposed by the applicable State statutes, a Resolution referring the matter to the voters at the May 19, 2026, election must be passed by the City Council and referred to Linn County no later than March 18, 2026.

Issues and Financial Impacts:

Measures referred to the ballot for the May or November elections in even years will incur no additional costs to the City.

Elements of a Stable Solution:

A stable solution is one that complies with State law and implements the will of the Council and Sweet Home Citizens.

Options:

1. Do nothing: No measure will be referred to voters for the May 2026 election.
2. Move to approve Resolution No. 4 for 2026 as proposed: Staff will move forward with the process to place the proposed Charter amendments on the May 2026 ballot.
3. Move to approve Resolution No. 4 for 2026 with amendments: Direct staff to place modified Charter amendments on the May 2026 ballot.

Recommendation:

Staff recommend option 2: Move to approve Resolution No. 4 for 2026 as proposed.

RESOLUTION NO. 4 FOR 2026

A RESOLUTION OF THE SWEET HOME CITY COUNCIL REFERRING AMENDMENT OF THE CITY'S HOME RULE CHARTER TO THE ELECTORS OF THE CITY AND ADOPTING A BALLOT TITLE AND EXPLANATORY STATEMENT

WHEREAS, only the voters of the City of Sweet Home can approve amendments to the Charter of the City of Sweet Home; and

WHEREAS, in January 2025 the Mayor of the City of Sweet Home appointed a Charter Review Committee ("Committee") to review the City of Sweet Home's current Charter which had not been updated since 2014; and

WHEREAS, the primary function of the Committee was to review the existing Charter to determine if it would adequately serve the community well into the future; and

WHEREAS, the Committee met regularly in open public meetings between April and October 2025 to develop recommendations and receive public input; and

WHEREAS, the Committee finalized its recommendations on October 7, 2025; and

WHEREAS, the City Council considered the recommendations at work sessions held on December 9, 2025, and January 27, 2026; and

WHEREAS, the proposed amendments include updated formatting; modernized language; updated procedures for vacancies in elected offices (Sections 2.1, 4.1, 4.2); requirement for four affirmative votes for hiring or firing, filling vacancies, land use decisions, utility rate changes, City Code changes, approval of emergency-clause Ordinances, or any disciplinary action for Councilors or Mayor (new Section 5.5); requirement for public comment period at all regular Council meetings (new Section 5.6); added section on Council Ethics and Conflicts of Interest, including enforcement (new Sections 5.7 and 5.8); and

WHEREAS, as a result of the above process, the City Council has determined to submit to City of Sweet Home voters proposed changes to the City Charter.

NOW, THEREFORE, THE CITY OF SWEET HOME RESOLVES AS FOLLOWS:

Section 1. Proposed Charter Amendment. If a majority of eligible voters vote "yes" on the following measure, the Charter of the City of Sweet Home will be amended as shown in Attachment A, with ~~striketrough~~ text deleted, and underlined text added.

Section 2. Referral. The ballot title attached as Attachment B shall be filed with the City Elections Officer and referred to the legal voters of the City of Sweet Home, Linn County, Oregon at an election on May 19, 2026.

Section 3. Election. May 19, 2026 is designated as the date for holding the election for the purpose of voting on this measure. The precinct for the election shall be all of the territory within the corporate limits of the City of Sweet Home, and the election shall be conducted by the Linn County Clerk's Office by mail.

Section 4. Publication. The City Elections Officer is directed to publish notice of receipt of the ballot title under standard procedures and in compliance with ORS 250.275(5).

Section 5. Filing with County. The City Elections Officer shall file the ballot title with the Linn County Clerk as required by ORS 254.095 and include the proposed measure in the statement of City measures to be voted on.

Section 6. Explanatory Statement. The Explanatory Statement for the measure on Attachment C shall be submitted for inclusion in the voters' pamphlet as provided in ORS 251.345.

Section 7. No Position. The City Council takes no position in favor of, nor opposing, this proposed measure.

Section 8. Effective Date. This Resolution shall be in full force and effect from and after its passage.

PASSED by the Council and approved by the Mayor, this 10th day of March, 2026.

Mayor

ATTEST:

City Manager - Ex Officio City Recorder

Attachment A to Resolution No. 4 for 2026

AN ACT TO REVISE THE CHARTER OF THE CITY OF SWEET HOME, LINN COUNTY, OREGON.

Be it enacted by the City of Sweet Home, Linn County, Oregon:

CHAPTER I NAME, BOUNDARIES, POWERS, AND GENERAL PROVISIONS

Section 1.1. Titles. This Charter shall be referred to as the 2026 Sweet Home Charter.

Section 1.2. Name and Boundaries. The City of Sweet Home, Linn County, Oregon shall, upon the taking effect of this charter, continue to be a municipal corporation under the name of the City of Sweet Home.

The City includes all territory within its boundaries as they now exist or are legally modified. The City will maintain as a public record an accurate and current description of the boundaries.

Section 1.32. Powers of the City. Subject only to limitations provided in this Charter, the City shall have all rights, powers, privileges, and immunities now or hereafter granted either expressly or impliedly to municipalities by the constitution, statutes, and common law of the state, as fully as though each of such rights, powers, privileges, and immunities were specifically stated in this charter.

The enumeration of, or reference to, particular rights, powers, privileges, and immunities in this Charter shall not be construed to be exclusive. This Charter shall be liberally construed to the end that the City may have all necessary powers for the conduct of its municipal affairs, as contemplated by the municipal home rule provision of the constitution and laws of the state.

CHAPTER II FORM OF GOVERNMENT

Section 2.13. Council and Mayor. Except as otherwise provided in this Charter, all powers of the City shall be vested in a Council of ~~seven~~ six members and a Mayor, all nominated and elected from the City at large.

At each biennial general election, three Councilors and a Mayor shall be elected. The Councilors shall each hold office for four years, and the Mayor shall hold office for two years. Tie votes shall be determined by lot. If the Mayor-elect is a mid-term City Councilor, the fourth-place City

Council candidate in that election shall be considered elected to the resulting vacancy and shall serve the remaining two years of the vacated seat.

The Mayor and Councilors in office at the time of adoption of this Charter shall continue in office until the expiration of their respective terms, with powers and duties as provided in this Charter.

Section 2.24. City Attorney, Manager, and Municipal Judge. The Council shall appoint and keep in office a City Attorney, City Manager who shall also serve as the City Recorder, and a Municipal Judge, who shall hold office subject to the discretion of the Council and may be removed by the Council with or without cause.

Section 2.35. Other City Officers and Employees. The City Manager shall appoint a Treasurer/Finance Director, a Chief of Police and such other officers and employees of the City as the Council deems necessary, and may remove any of them at any time with or without cause. The Council may by Resolution require any officer to fill and perform the duties of two or more offices.

Section 2.46. Salaries. The Council shall fix the compensation of all City officers and employees.

~~Section 7. Bonds of Officers, Employees and Contractors. If ordinances require, every person appointed to an office or place of public employment in the city or entering into a contract with the city shall give the city a bond for the faithful performance of his/her duties. Nothing in this section, however, shall detract from the effect of Section 20.~~

CHAPTER III ELECTIONS

Section 3.18. Regulation of Elections. Except as provided otherwise by this Charter, ~~provides otherwise and as or by~~ the Council ~~provides otherwise~~ by Ordinance relating to elections, the general law of the state shall apply to the conduct of all City elections, recounts of the returns therefrom, and contest thereof. Any qualified elector who has resided in the City at least one year prior to election or appointment to office is eligible for election to the office of Councilor or Mayor ~~may be nominated for the council or for mayor.~~

Section 3.29. Special Elections. The Council may by Resolution or Ordinance order a special election and provide the time, manner, and means for holding it. At least 10 days' notice shall be given of each special election.

Section 3.310. Commencement of Terms of Office. The term of office of each person elected to office at a regular City election shall commence on the first ~~Monday~~ day of January following the

election. In the case of an election to fill an existing vacancy in office, the person elected shall enter upon ~~his/her~~their office immediately.

Section ~~3.411~~. Oath of Office. Each officer, before entering upon the duties of ~~his/her~~their office, shall take an oath that ~~he/she~~they will support the constitution and laws of the United States and the state, and that ~~he/she~~they will faithfully perform the duties of ~~his/her~~their office.

CHAPTER IV VACANCIES

Section ~~4.112~~. Vacancies in Office Generally.

(a) An elected office shall be deemed vacant

1. Upon the incumbent's:

- i. ~~d~~Death,
- ii. ~~i~~Insanity,
- iii. ~~e~~Conviction of a felony,
- iv. ~~r~~Resignation,
- v. Beginning a term of a different City of Sweet Home elected office, removal from the city or absence from the city for a period of 30 days without the consent of the council in case of the mayor, manager, municipal judge or councilor, or without the consent of the manager in case of officers appointed by the manager
- vi. Ceasing to reside within the City limits for a period of 30 days or more,
- vii. Absence from regular City Council Meetings for a period of 30 days or more without the consent of the Council (as defined in the Council Rules),
- viii. ~~upon the incumbent's~~ ~~e~~Ceasing to possess the qualifications necessary for office, or

2. ~~u~~Upon the failure of the person elected or appointed to an office to qualify therefore on or before the day ~~their~~of his/her term of office commences; and in case of the mayor or a councilor, upon his/her absence from meetings of the council for 60 days without the consent of the council.

(b) An appointed office shall be deemed vacant

1. Upon the incumbent's:

- i. Death,
- ii. Insanity,
- iii. Conviction of a felony,
- iv. Resignation,
- v. Absence from the City for a period of 30 days or more with the consent of the Council, or

1-2. Upon the incumbent's ceasing to possess the qualifications necessary for office.

Section ~~4.213~~. Manner in Which Vacancies Shall Be Filled. ~~Vacancies in office filled by election or by appointment by the council shall be filled by appointment by the council at any regular or special meeting, and the person so appointed shall serve the full unexpired term and until his/her successor is chosen and qualified. Vacancies in offices filled by appointment by the manager shall be filled by appointment by the manager. An officer appointed to fill a vacancy shall within 24 hours after his/her appointment qualify for office, and unless he/she does so, the office shall be considered vacant. During the temporary absence of any officer from the city for any cause his/her office may be filled temporarily in the manner provided for filling vacancies in office.~~

(a) Vacancies in elected offices that occur within the first half of the elected term shall first be filled by the next highest vote-getter in the previous City Council or Mayoral election; should that person decline or no longer be eligible for appointment, the office shall be filled by the next highest vote-getter in the previous City Council or Mayoral election; should that person also decline or no longer be eligible for appointment, the vacant office shall be filled by appointment by the Council at any regular or special meeting no later than 60 calendar days from the time the vacancy occurs, and the appointed person shall serve the remaining portion of the term.

(b) Vacancies in elected offices that occur within the second half of the elected term shall be filled by appointment by the Council at any regular or special meeting no later than 60 calendar days from the time the vacancy occurs.

(c) Vacancies in offices filled by appointment by the Council shall be filled by the Council.

~~(a)~~(d) Vacancies in offices filled by appointment by the City Manager shall be filled by appointment by the City Manager.

CHAPTER V THE COUNCIL

Section ~~5.114~~. Council Meetings. The Council shall provide for the time and place of its regular meetings and adopt rules and regulations for the government of its members and proceedings. It shall hold at least one regular meeting each month. Special meetings of the Council may be called by the Mayor, either upon ~~his/her~~their own motion or upon the request of at least three members of the Council, and held at any time, upon verbal or written notice to all members of the Council then in the City. Special meetings of the Council may also be held by the common consent of all members of the Council.

Section ~~5.215~~. Quorum.

(a) A majority of Council members is a quorum to conduct business, but a smaller number may meet and adjourn from time to time to compel the attendance of absent members in the manner provided by Ordinance. The Council shall keep a journal of its proceedings,

and on the call of two members shall the yeas and nays to be taken and entered in the journal upon any question before it except a motion to adjourn. The proceedings of the Council shall be public.

~~(a)~~(b) In the event of three or more concurrent vacant seats, the majority of the remaining Councilors shall constitute a quorum for the purpose of filling vacancies.

Section ~~5.316~~. Mayor's Duties at Council Meetings. The Mayor shall be chairperson of the council and shall preside over its deliberations. ~~He/she~~They shall have authority to preserve order, enforce the rules of Council, and determine the order of business, subject to the rules of the Council. ~~He/she~~They may vote as a Councilor.

Section ~~5.417~~. Council President ~~Pro Tem~~. At its first meeting in the new term after each biennial election, the Council shall elect from its membership a ~~president pro tem~~Council President for a term of two years. The ~~president pro tem~~Council President shall perform the duties of the Mayor in the absence of the Mayor.

Section ~~5.518~~. Vote Required. The concurrence of a majority of a quorum shall be required to determine any matter before the Council except as provided otherwise in this Charter.

The following matters shall be determined by no less than four affirmative votes:

- (a) The hiring or firing of Council-appointed positions,
- (b) The filling of Council vacancies except where otherwise outlined in Section 4.2 of this Charter,
- (c) Land use decisions,
- (d) Utility rate changes,
- (e) Modifications to City Municipal Code,
- (f) Approval of Ordinances containing emergency clauses, or
- (g) Application of disciplinary action toward a Councilor or Mayor.

Section 5.6. Public Comment. All regular City Council meetings shall include time for the general public to address the Council, as regulated by the Council rules.

Section 5.7. Council Ethics and Conflicts of Interest.

(a) Public Trust. The purpose of City government is to serve the public. Councilors and the Mayor shall treat their office as a public trust. The City's powers and resources shall be used for the benefit of the public rather than for any official's personal benefit. City officials shall afford evenhanded consideration and treatment to all citizens.

(b) Code of Ethics. The Council shall, by Ordinance, enact a Code of Ethics applicable to the Mayor and City Council. At a minimum, the Code of Ethics shall provide that any

official subject to the code must disclose the reason for any potential or actual conflict of interest and may not discuss, debate, or vote as a public official on any matter in which the official has an actual conflict of interest.

(c) Conflict of Interest. No City Councilor or Mayor shall discuss, debate, or vote as a public official on any decision regarding a contract, the expenses of which are to be paid with City funds, if any of the following persons has a financial interest in the contract: the official; the official's spouse or domestic partner; or the parent, sibling, or child of the official, the official's spouse, or the official's domestic partner. In addition, no City official shall discuss, debate, or vote on any such decision if the official knows that the official's business associate has a financial interest in the contract. For purposes of this provision, "financial interest" includes any reasonable, objective expectation of financial gain or avoidance of financial detriment.

(d) Definitions. The Council shall define by Ordinance the terms "domestic partner" and "business associate" for purposes of subsection (c) of this section.

(e) Voidable Contracts. Any contract with respect to which a City Councilor or Mayor violates subsection (c) of this section is voidable at the discretion of the Council.

(f) Disciplinary action. Any elected official who violates the Code of Ethics adopted pursuant to subsection (b) or the prohibitions of subsection (c) of this section may be removed from their position upon a finding by the Council that the official committed the violation intentionally and for the purpose of obtaining or maintaining a personal financial benefit for, or avoiding a financial detriment to, any of the persons listed in subsection (c) of this section.

Section 5.8. Enforcement. The Council shall be the judge of the election and qualifications of its members, and of any disciplinary action of its members for violations of this Charter and the rules adopted by the Council. Any Councilor charged with conduct constituting grounds for removal from office shall be entitled to a public hearing, with public notice of such hearing given at least one week in advance of the hearing.

CHAPTER VI POWERS AND DUTIES OF THE CITY OFFICERS

Section 6.119. Mayor. The Mayor shall appoint the various committees provided for under the rules of the Council or otherwise and shall fill all vacancies in committees of the Council from that body. He/she/They shall sign all Ordinances passed by the council within ~~three~~ 30 days after their passage, except in the case of an emergency, where they shall be signed upon passage. They/He/she shall sign all instruments and writings authorized by this Charter, the laws of the

state, or the Council. In the absence of the Mayor, such instruments shall be signed by the ~~president pro tem of the council~~ Council President. All ~~orders on the city treasurer~~ physical checks issued by the City shall be signed by any two of the three following: named city officers, being the Mayor (or Council President), the City Manager (or their designee), and the city Treasurer/Finance Director.

Section ~~6.220~~. Manager.

- (a) Qualifications. The Manager shall be the administrative head of the City government. ~~He/she~~ They shall be chosen by the Council without regard to political consideration and solely with reference to ~~his/her~~ their executive and administrative qualifications. Before entering upon ~~his/her~~ their duties, the Manager shall file with the Mayor an official bond for faithful performance thereof, payable to the city in the sum of ~~\$10,000~~ to be set and approved by the City Council, the premium of which shall be paid by the City. The bond shall be to the satisfaction of the Council, and the approval of the Mayor shall be endorsed thereon.
- (b) Term. The Manager shall be appointed for an indefinite term, but may be removed with a vote of four members of the Council. Upon any vacancy occurring in the office of the Manager subsequent to the first appointment hereunder, the Council shall, at its next meeting, adopt a Resolution of its intention to appoint a Manager, and no such appointment shall be made until at least four weeks after adoption of the Resolution. The Council shall appoint a Manager within a reasonable time after the adoption of the Resolution of intention.
- (c) Powers and duties. The powers and duties of the Manager shall be:
- (1) To see that all Ordinances are enforced.
 - (2) To appoint all heads of departments and other City Officers and employees, and to remove them at pleasure, and to have general supervision and control over them, except as otherwise provided in this Charter. All such appointments shall be made upon the basis of merit and fitness alone.
 - (3) To see that the provisions of all franchises, leases, contracts, permits, and privileges granted by the City are fully observed, and to report to the Council any violations thereof.
 - (4) To attend all meetings of the Council unless excused therefrom by three Councilors or by the Mayor.
 - (5) To act as purchasing agent for all departments of the city. All purchases shall be made in accordance with the Council-approved City purchasing policy.
 - (6) To examine or cause to be examined, without notice, the official conduct of any officer, assistant, deputy, clerk, or employee in any of the departments of City government, except Councilors.
 - (7) To keep the Council advised to the needs of the City.

- (8) To prepare and submit to the Budget Committee the annual budget estimate and such reports as may be required by that body.
- (9) To submit to the Council an annual report of all departments of the City and such other reports as the Council may require.
- (10) To prepare or cause to be prepared plans and specifications for work coming under ~~his/her~~their supervision which the Council orders, and to provide such plans and specifications in sufficient number and in ample time to give full opportunity for all contractors who desire to bid thereon to do so.
- (11) To have control, subject to such Ordinances as may from time to time be adopted, for all public utilities owned or operated by the City.
- (12) To have general supervision over all City property and its use by the public or City employees.
- (13) To appoint such advisory boards as he/she may deem desirable to advise on, assist ~~him/her~~them in ~~his/her~~their work; but the members of such boards will receive no compensation as such board members.
- (14) To perform such other duties as may be required by this Charter or as the Council may require of ~~him/her~~them.
- (15) From time to time, in order to facilitate the prompt, economical, and efficient dispatch of City business, to organize the work of the departments under ~~his/her~~their control, to assign assistants, deputies, and employees from any office or department of the City government to perform work or service in connection with any other office or department thereof, or to work in more than one said offices or departments thereof; provided, that no such change shall affect the powers or duties of any elective officer to the City.
- (16) To serve as the City Recorder and such to be clerk of the council, keep an accurate record of its proceedings in a book provided for that purpose, and countersign all instruments and writings by this Charter or by the laws of the state or the City.

(d) Seats at Council Meetings. The Manager and such other officers of the city as may be designated by vote of the council shall be entitled to seats with the Council, but shall have no vote therein. The Manager shall have the right to take part in the discussion of all matters coming before Council.

(e) Manager Pro Tem. During the absence of the Manager from the City, during ~~his/her~~their temporary disability to act as Manager, or during the interim when the Council is seeking a Manager, the Council shall appoint a Manager Pro Tem who shall possess the powers and discharge the duties of the Manager during such absence or disability only; provided, however that a Manager Pro Tem shall have no authority to appoint or remove any City Officer or employee except with the approval of five members of the Council. ~~No manager pro tem shall hold his/her position for more than six months. No appointment of a manager pro tem shall be consecutively renewed.~~ The Manager Pro Tem may hold their

position for a term of six months with no more than two additional six-month renewals as authorized by four affirmative Council votes.

In case of the absence of the Manager or the Manager Pro Tem from Council meetings, the council shall appoint a ~~clerk of the council pro tem~~ City Recorder Pro Tem.

~~(f) Interference in Administration. No member of the council shall in any manner, directly or indirectly, by suggestion or otherwise, attempt to influence or coerce the manager in the making of any appointment or removal, or the purchase of supplies, or attempt to exact any promise relative to any appointment from any candidate for manager, or discuss, directly or indirectly, with any such candidate, the matter of appointments to any city office or employment. Any violation of the foregoing provisions of this section shall work a forfeiture of the office of the offending member of council, may be removed therefrom by the council or by any court of competent jurisdiction; provided, however, that nothing herein contained shall be construed as prohibiting the council, while in open session, discussing with or suggesting to the manager, fully and freely, anything pertaining to city affairs and for the best interest of the city. Neither the manager nor any person in the employ of the city shall take any part in securing, or shall contribute any money toward, the nomination or election of any candidate for the municipal office.~~

(f) Appointments and Removals. Neither the City Council nor any of its members nor the Mayor shall directly or indirectly coerce or attempt to coerce the City Manager or any subordinate of the City Manager in the appointment or removal of a City employee whom the City Manager is empowered to appoint, but the Council may express its views and fully and freely discuss with the City Manager anything pertaining to appointment and removal of such officers and employees.

(g) Interference in Administration. The City council or its members shall deal with City officers and employees who are subject to the direction and supervision of the City Manager solely through the City Manager, and neither the Council nor its members shall give orders to any such officer or employee, either publicly or privately, or coerce or attempt to coerce such a person in any administrative decision.

~~(f)~~(h) Election Neutrality. Neither then Manager nor any person in the employ of the City shall take any part in securing, or shall contribute any money toward, the nomination or election of any candidate for municipal office.

~~(e)~~(i) Ineligible Persons. No person related to the Manager by consanguinity or affinity within the third degree shall hold any appointive office or employment with the City.

Section ~~6.321~~. Municipal Judge. The Municipal Judge shall be the judicial officer of the city. ~~They~~He/she shall hold within the City a court known as the municipal court for the City of Sweet Home, Linn County, Oregon. The court shall be open for the transaction of the judicial business

at times specified by the Council. All areas within the City shall be within the territorial jurisdiction of the court. The Municipal Judge shall exercise original and exclusive jurisdiction of all offenses defined or authorized by Ordinances of the city. ~~He/she~~They shall have authority to issue process for the arrest of any person accused of an offense against the Ordinance of the City, to commit any such person to jail or admit ~~him/her~~them to bail pending trial, to issue subpoenas, to compel witnesses to appear and testify in court on the trail of any cause before ~~them~~him/her, to compel obedience to such subpoenas, to issue any process necessary to carry into effect the judgments of the court, and to punish witnesses and others for contempt of court. When not governed by Ordinances or this Charter, all proceedings in the municipal court for the violation of the City Ordinance shall be governed by the applicable general laws of the state governing justices of the peace and justice courts.

Notwithstanding this section of this Charter, the Council may provide for the transfer of power and duties of the municipal court to the appropriate state court of the State of Oregon.

Section 6.422. Other Officers. The Council shall fix the powers and duties of all appointive offices other than those provided for in this Charter.

CHAPTER VII ORDINANCES

Section 7.123. Enacting Clause. The enacting clause of all Ordinances hereafter passed shall be "The City of Sweet Home does ordain as follows."

Section 7.224. Introduction, Reading, and Passage. Every Ordinance shall be fully and distinctly read in open Council meeting on one day and shall be read by title only on two different days previous to being put upon its final passage provided that the council may have the ordinance fully and distinctly read at any reading thereof; provided, however, that any Ordinance may be introduced and read the first time at any meeting and may upon a unanimous vote of all the members of Council present at the meeting be read a second time by title only and placed upon its passage at the meeting held on a separate and successive day.

Section 7.325. When Ordinances Take Effect and Publication Thereof. Each Ordinance passed by the Council shall take effect on the thirtieth day after its passage; provided, that when the Council deems it expedient or in case of emergency, an Ordinance may provide a different time when it shall take effect, or that it shall take effect immediately. ~~All ordinances shall be posted for 10 days after passage in three or more conspicuous places in the city.~~

CHAPTER VIII PUBLIC IMPROVEMENTS

Section 8.126. Power of Condemnation and Purchase. The City shall have power to acquire by purchase, gift, devise, or condemnation any property either within or without its corporate boundaries for any municipal purpose, for the purpose of (a) protecting, preserving, and facilitating an improvement; or (b) bringing about such development of property along or in the vicinity of an improvement as will make such development harmonious with and adjusted to the improvement; or (c) any combination of such purposes; and to acquire by condemnation property in excess of that needed for the actual improvement and to sell or lease such excess property with building and use restrictions and conditions to make its development harmonious with and adjusted to adjacent public improvements. The necessity for the taking of any property by the City of Sweet Home shall be determined by the Council and shall be declared by a Resolution which shall describe such property as nearly as may be and stating the use to which it is to be devoted. The City shall have power to provide for the payment of all or any part of the cost of land or other property acquired for public use of the construction, reconstruction, repair, operation, or maintenance of any structure or work in the nature of a public facility or improvement, including a public utility and of any other public work or service, by levying and collecting special assessments upon property specially benefited.

Section 8.227. Special Assessment. The method and procedure for determining the amount of the assessments, the spread and apportionment of the amount of the assessments, and the boundary and location of the property, lots, district, or area to be assessed; for the making and approval of the plans and specifications; for the notices of property owners and other interested parties; for the hearings, for the composition, organization, and procedure of boards of revision or appraisal; for the levy of the assessments; for the creation of a lien; and for any and all other determinations, steps, measures, Resolutions, Ordinances, and actions in relation to the assessments shall be governed by either (a) the provisions of the special assessment statutes of the state or (b) the provisions of a general Ordinance setting forth such method and procedure, which general Ordinance may be enacted by Council and shall be subject to amendment or repeal.

Section 8.328. Improvements. Street, sewer, sidewalk, and such other improvements as may be deemed necessary by the Council may be made on the motion of the Council or on petition of a majority of the property owners interested. ~~Remonstrance of~~ Written protest provided by two-thirds of the front footage of property owners concerned shall operate to defeat such motion of petition and the same may not again be considered by the Council for a period of six months.

Section 8.429. Savings Clause. All Ordinances, Resolutions, policies, procedures, contracts, and regulations heretofore passed by the City, in force when this Charter takes effect, if not inconsistent with it, shall remain in full force after it takes effect and until they are amended or repealed by the Council.

Section 8.530. City to Retain Rights and Be Subject to Liabilities in Existence at Time This Charter Takes Effect. No right vested in the City and no liability which it has incurred under this Charter,

prior Charters, and any revisions and amendments thereof and laws of the state shall be impaired or discharged by adoption of this Charter, except as this Charter otherwise provides.

Section ~~8.631~~. Limitations on Indebtedness. City indebtedness may not exceed the debt limits imposed by state law. A Charter amendment is not required to authorize City indebtedness.

Section ~~8.732~~. Repealing Clause. All Charter provisions adopted before this Charter takes effect are repealed.

Section ~~8.833~~. Severability. The terms of this Charter are severable. If any provision is held invalid by a court, the invalidity does not affect any other part of the Charter.

Attachment B to Resolution No. 4 for 2026

Measure No. 26-_____

Ballot Title:

- A. Caption (10 words allowed, 9 total)

Amendments to Home Rule City Charter of Sweet Home

- B. Question (20 words allowed, 14 total)

Shall the City of Sweet Home make updates to its existing home rule Charter?

- C. Summary (175 words allowed, 173 total)

This measure would update the City's existing home rule Charter. The Oregon Constitution gives city voters the right to adopt and amend Charters. Charters grant legal authority to cities and assign duties to city officials. City of Sweet Home voters last amended the current Charter with a small change in 2025; the last previous change was in 2015.

Proposed Charter amendments include updated formatting; modernized language; updated procedures for vacancies in elected offices (Sections 2.1, 4.1, 4.2); requirement for four affirmative votes for hiring or firing, filling vacancies, land use decisions, utility rate changes, City Code changes, approval of emergency-clause Ordinances, or any disciplinary action for Councilors or Mayor (new Section 5.5); requirement for public comment period at all regular Council meetings (new Section 5.6); added section on Council Ethics and Conflicts of Interest, including enforcement (new Sections 5.7 and 5.8).

This measure was referred to the voters by the City Council based on recommendations of the Charter Review Committee.

A "YES" vote amends the Charter; the full version is available at www.SweetHomeOR.gov.

Attachment C to Resolution No. 4 for 2026
Measure No. 26-_____ Explanatory Statement
(500 words allowed, 446 words total)

If approved, this measure would amend the City's Charter.

Sweet Home voters last amended the charter in 2025 and last fully updated it in 2015. The proposed amendments are based on the work of the City's 2025 Charter Review Committee. The City Council approved submitting the amendments to voters for approval.

The Oregon Constitution gives city voters the right to adopt home rule charters. A Charter grants legal authority to a city government and defines the roles and responsibilities of city officials. Proposed amendments include:

- Formatting updates throughout for readability and language modernization.
- Updated procedures for vacancies that may result from a mid-term Councilor being elected Mayor (new Section 2.1).
- Removal of requirement for City Officers other than the City Manager to be bonded that was contingent on separate ordinances (current Section 7)
- Clarification that eligibility for the office of Councilor or Mayor requires residency in the City for one year prior to election or appointment (new section 3.1).
- Changes the beginning of the term of office for Mayor and Councilor to the first day of January following the election, rather than the first Monday in January (new Section 3.3).
- Changes to how vacancies are handled (new Section 4.1), including:
 - If the incumbent is elected to another City office (i.e. Mayor)
 - If the incumbent ceases to reside within City limits
 - If an incumbent has unexcused absences from Council meetings for more than 30 days
- Requires vacancies in elected offices in the first half of the term to be first offered to the two next highest vote-getters in the previous election before appointing anyone else (new Section 4.2).
- Allows a smaller Council quorum in the event of three or more concurrent vacancies (new Section 5.2).
- Changes the title for President Pro Tem to Council President (new Section 5.4).
- Requires at least four affirmative votes for hiring or firing Council-appointed positions, filling Council vacancies, land use decisions, utility rate changes, modifications to City Code, approval of Ordinances containing emergency clauses, or any disciplinary action toward a Councilor or Mayor (New Section 5.5).
- Requires a public comment period at all regular Council meetings (new Section 5.6).
- Adds a section on Council Ethics and Conflicts of Interest, including requirements for enforcement (new Sections 5.7 and 5.8).
- Changes the bond requirement for the City Manager from \$10,000 to an amount set and approved by the City Council and changes the section on Interference in Administration to comply with State Law (new Section 6.2).
- Removes a requirement to post Ordinances in three or more places within the City for ten days after passage (new Section 7.3).

Full text of the proposed amendments and Committee report are available at:
www.SweetHomeOR.gov.

CITY OF SWEET HOME SWEET HOME, OREGON

CHARTER



~~Revised May 2025~~ Revised 2026

AN ACT TO REVISE THE CHARTER OF THE CITY OF SWEET HOME, LINN COUNTY, OREGON.

Be it enacted by the City of Sweet Home, Linn County, Oregon:

CHAPTER I NAME, BOUNDARIES, POWERS, AND GENERAL PROVISIONS

[Section 1.1. Titles.](#) This Charter shall be referred to as the 2026 Sweet Home Charter.

Section 1.2. Name and Boundaries. The City of Sweet Home, Linn County, Oregon shall, upon the taking effect of this charter, continue to be a municipal corporation under the name of the City of Sweet Home.

The City includes all territory within its boundaries as they now exist or are legally modified. The City will maintain as a public record an accurate and current description of the boundaries.

Section 1.3. Powers of the City. Subject only to limitations provided in this Charter, the City shall have all rights, powers, privileges, and immunities now or hereafter granted either expressly or impliedly to municipalities by the constitution, statutes, and common law of the state, as fully as though each of such rights, powers, privileges, and immunities were specifically stated in this charter.

The enumeration of, or reference to, particular rights, powers, privileges, and immunities in this Charter shall not be construed to be exclusive. This Charter shall be liberally construed to the end that the City may have all necessary powers for the conduct of its municipal affairs, as contemplated by the municipal home rule provision of the constitution and laws of the state.

CHAPTER II FORM OF GOVERNMENT

Section 2.1. Council and Mayor. Except as otherwise provided in this Charter, all powers of the City shall be vested in a Council of ~~seven~~-six members and a Mayor, all nominated and elected from the City at large.

At each biennial general election, three Councilors and a Mayor shall be elected. The Councilors shall each hold office for four years, and the Mayor shall hold office for two years. Tie votes shall be determined by lot. If the Mayor-elect is a mid-term City Councilor, the fourth-place City Council

candidate in that election shall be considered elected to the resulting vacancy and shall serve the remaining two years of the vacated seat.

The Mayor and Councilors in office at the time of adoption of this Charter shall continue in office until the expiration of their respective terms, with powers and duties as provided in this Charter.

Section 2.24. City Attorney, Manager, and Municipal Judge. The Council shall appoint and keep in office a City Attorney, City Manager who shall also serve as the City Recorder, and a Municipal Judge, who shall hold office subject to the discretion of the Council and may be removed by the Council with or without cause.

Section 2.35. Other City Officers and Employees. The City Manager shall appoint a Treasurer/Finance Director, a Chief of Police and such other officers and employees of the City as the Council deems necessary, and may remove any of them at any time with or without cause. The Council may by Resolution require any officer to fill and perform the duties of two or more offices.

Section 2.46. Salaries. The Council shall fix the compensation of all City officers and employees.

~~Section 7. Bonds of Officers, Employees and Contractors. If ordinances require, every person appointed to an office or place of public employment in the city or entering into a contact with the city shall give the city a bond for the faithful performance of his/her duties. Nothing in this section, however, shall detract from the effect of Section 20.~~

CHAPTER III ELECTIONS

Section 3.18. Regulation of Elections. Except as provided otherwise by this Charter, ~~provides otherwise and as or by~~ the Council ~~provides otherwise~~ by Ordinance relating to elections, the general law of the state shall apply to the conduct of all City elections, recounts of the returns therefrom, and contest thereof. Any qualified elector who has resided in the City at least one year prior to election or appointment to office is eligible for election to the office of Councilor or Mayor ~~may be nominated for the council or for mayor.~~

Section 3.29. Special Elections. The Council may by Resolution or Ordinance order a special election and provide the time, manner, and means for holding it. At least 10 days' notice shall be given of each special election.

Section 3.310. Commencement of Terms of Office. The term of office of each person elected to office at a regular City election shall commence on the first ~~Monday~~ day of January following the election. In the case of an election to fill an existing vacancy in office, the person elected shall enter upon ~~his/her~~ their office immediately.

Section 3.411. Oath of Office. Each officer, before entering upon the duties of ~~his/her~~ their office, shall take an oath that ~~he/she~~ they will support the constitution and laws of the United States and the state, and that ~~he/she~~ they will faithfully perform the duties of ~~his/her~~ their office.

CHAPTER IV VACANCIES

Section 4.112. Vacancies in Office Generally.

(a) An elected office shall be deemed vacant

1. Upon the incumbent's:

i. ~~D~~Death,

ii. ~~I~~nsanity,

iii. ~~C~~onviction of a felony,

iv. ~~R~~esignation,

v. ~~Beginning a term of a different City of Sweet Home elected office, removal from the city or absence from the city for a period of 30 days without the consent of the council in case of the mayor, manager, municipal judge or councilor, or without the consent of the manager in case of officers appointed by the manager~~

vi. ~~Ceasing to reside within the City limits for a period of 30 days or more,~~

vii. ~~Absence from regular City Council Meetings for a period of 30 days or more without the consent of the Council (as defined in the Council Rules),~~

viii. ~~upon the incumbent's~~ Ceasing to possess the qualifications necessary for office,
or

2. ~~U~~pon the failure of the person elected ~~or appointed~~ to an office to qualify therefore on or before the day ~~their~~ of his/her term of office commences; ~~and in case of the mayor or a councilor, upon his/her absence from meetings of the council for 60 days without the consent of the council.~~

(b) An appointed office shall be deemed vacant

1. Upon the incumbent's:

i. ~~D~~Death,

ii. ~~I~~nsanity,

iii. ~~C~~onviction of a felony,

iv. Resignation,

v. Absence from the City for a period of 30 days or more with the consent of the Council, or

1.2. Upon the incumbent's ceasing to possess the qualifications necessary for office.

Section 4.213. Manner in Which Vacancies Shall Be Filled. ~~Vacancies in office filled by election or by appointment by the council shall be filled by appointment by the council at any regular or special meeting, and the person so appointed shall serve the full unexpired term and until his/her successor is chosen and qualified. Vacancies in offices filled by appointment by the manager shall be filled by appointment by the manager. An officer appointed to fill a vacancy shall within 24 hours after his/her appointment qualify for office, and unless he/she does so, the office shall be considered vacant. During the temporary absence of any officer from the city for any cause his/her office may be filled temporarily in the manner provided for filling vacancies in office.~~

(a) Vacancies in elected offices that occur within the first half of the elected term shall first be filled by the next highest vote-getter in the previous City Council or Mayoral election; should that person decline or no longer be eligible for appointment, the office shall be filled by the next highest vote-getter in the previous City Council or Mayoral election; should that person also decline or no longer be eligible for appointment, the vacant office shall be filled by appointment by the Council at any regular or special meeting no later than 60 calendar days from the time the vacancy occurs, and the appointed person shall serve the remaining portion of the term.

(b) Vacancies in elected offices that occur within the second half of the elected term shall be filled by appointment by the Council at any regular or special meeting no later than 60 calendar days from the time the vacancy occurs.

(c) Vacancies in offices filled by appointment by the Council shall be filled by the Council.

~~(a)~~ (d) Vacancies in offices filled by appointment by the City Manager shall be filled by appointment by the City Manager.

CHAPTER V THE COUNCIL

Section 5.114. Council Meetings. The Council shall provide for the time and place of its regular meetings and adopt rules and regulations for the government of its members and proceedings. It shall hold at least one regular meeting each month. Special meetings of the Council may be called by the Mayor, either upon ~~his/her~~their own motion or upon the request of at least three members of the

Council, and held at any time, upon verbal or written notice to all members of the Council then in the City. Special meetings of the Council may also be held by the common consent of all members of the Council.

Section 5.215. Quorum.

(a) A majority of Council members is a quorum to conduct business, but a smaller number may meet and adjourn from time to time to compel the attendance of absent members in the manner provided by Ordinance. The Council shall keep a journal of its proceedings, and on the call of two members shall the yeas and nays to be taken and entered in the journal upon any question before it except a motion to adjourn. The proceedings of the Council shall be public.

~~(a)~~(b) In the event of three or more concurrent vacant seats, the majority of the remaining Councilors shall constitute a quorum for the purpose of filling vacancies.

Section 5.316. Mayor's Duties at Council Meetings. The Mayor shall be chairperson of the council and shall preside over its deliberations. ~~He/she~~They shall have authority to preserve order, enforce the rules of Council, and determine the order of business, subject to the rules of the Council. ~~He/she~~They may vote as a Councilor.

Section 5.417. Council President-Pro Tem. At its first meeting in the new term after each biennial election, the Council shall elect from its membership a ~~president pro tem~~Council President for a term of two years. The ~~president pro tem~~Council President shall perform the duties of the Mayor in the absence of the Mayor.

Section 5.518. Vote Required. The concurrence of a majority of a quorum shall be required to determine any matter before the Council except as provided otherwise in this Charter.

The following matters shall be determined by no less than four affirmative votes:

- (a) The hiring or firing of Council-appointed positions,
- (b) The filling of Council vacancies except where otherwise outlined in Section 4.2 of this Charter,
- (c) Land use decisions,
- (d) Utility rate changes,
- (e) Modifications to City Municipal Code,
- (f) Approval of Ordinances containing emergency clauses, or
- (g) Application of disciplinary action toward a Councilor or Mayor.

Section 5.6. Public Comment. All regular City Council meetings shall include time for the general public to address the Council, as regulated by the Council rules.

Section 5.7. Council Ethics and Conflicts of Interest.

- (a) Public Trust. The purpose of City government is to serve the public. Councilors and the Mayor shall treat their office as a public trust. The City’s powers and resources shall be used for the benefit of the public rather than for any official’s personal benefit. City officials shall afford evenhanded consideration and treatment to all citizens.
- (b) Code of Ethics. The Council shall, by Ordinance, enact a Code of Ethics applicable to the Mayor and City Council. At a minimum, the Code of Ethics shall provide that any official subject to the code must disclose the reason for any potential or actual conflict of interest and may not discuss, debate, or vote as a public official on any matter in which the official has an actual conflict of interest.
- (c) Conflict of Interest. No City Councilor or Mayor shall discuss, debate, or vote as a public official on any decision regarding a contract, the expenses of which are to be paid with City funds, if any of the following persons has a financial interest in the contract: the official; the official’s spouse or domestic partner; or the parent, sibling, or child of the official, the official’s spouse, or the official’s domestic partner. In addition, no City official shall discuss, debate, or vote on any such decision if the official knows that the official’s business associate has a financial interest in the contract. For purposes of this provision, “financial interest” includes any reasonable, objective expectation of financial gain or avoidance of financial detriment.
- (d) Definitions. The Council shall define by Ordinance the terms “domestic partner” and “business associate” for purposes of subsection (c) of this section.
- (e) Voidable Contracts. Any contract with respect to which a City Councilor or Mayor violates subsection (c) of this section is voidable at the discretion of the Council.
- (f) Disciplinary action. Any elected official who violates the Code of Ethics adopted pursuant to subsection (b) or the prohibitions of subsection (c) of this section may be removed from their position upon a finding by the Council that the official committed the violation intentionally and for the purpose of obtaining or maintaining a personal financial benefit for, or avoiding a financial detriment to, any of the persons listed in subsection (c) of this section.

Section 5.8. Enforcement. The Council shall be the judge of the election and qualifications of its members, and of any disciplinary action of its members for violations of this Charter and the rules adopted by the Council. Any Councilor charged with conduct constituting grounds for removal from

office shall be entitled to a public hearing, with public notice of such hearing given at least one week in advance of the hearing.

CHAPTER VI POWERS AND DUTIES OF THE CITY OFFICERS

Section 6.119. Mayor. The Mayor shall appoint the various committees provided for under the rules of the Council or otherwise and shall fill all vacancies in committees of the Council from that body. ~~He/she~~They shall sign all Ordinances passed by the council within ~~three~~30 days after their passage, except in the case of an emergency, where they shall be signed upon passage. ~~They~~He/she shall sign all instruments and writings authorized by this Charter, the laws of the state, or the Council. In the absence of the Mayor, such instruments shall be signed by the ~~president pro tem of the council~~Council President. All ~~orders on the city treasurer~~physical checks issued by the City shall be signed by any two of the ~~three~~ following: ~~named city officers, being~~ the Mayor (or Council President), the City Manager (or their designee), and the ~~city~~Treasurer/Finance Director.

Section 6.220. Manager.

- (a) Qualifications. The Manager shall be the administrative head of the City government. ~~He/she~~They shall be chosen by the Council without regard to political consideration and solely with reference to ~~his/her~~their executive and administrative qualifications. Before entering upon ~~his/her~~their duties, the Manager shall file with the Mayor an official bond for faithful performance thereof, payable to the city in the sum ~~of \$10,000~~to be set and approved by the City Council, the premium of which shall be paid by the City. The bond shall be to the satisfaction of the Council, and the approval of the Mayor shall be endorsed thereon.
- (b) Term. The Manager shall be appointed for an indefinite term, but may be removed with a vote of four members of the Council. Upon any vacancy occurring in the office of the Manager subsequent to the first appointment hereunder, the Council shall, at its next meeting, adopt a Resolution of its intention to appoint a Manager, and no such appointment shall be made until at least four weeks after adoption of the Resolution. The Council shall appoint a Manager within a reasonable time after the adoption of the Resolution of intention.
- (c) Powers and duties. The powers and duties of the Manager shall be:
 - (1) To see that all Ordinances are enforced.
 - (2) To appoint all heads of departments and other City Officers and employees, and to remove them at pleasure, and to have general supervision and control over them, except

as otherwise provided in this Charter. All such appointments shall be made upon the basis of merit and fitness alone.

(3) To see that the provisions of all franchises, leases, contracts, permits, and privileges granted by the City are fully observed, and to report to the Council any violations thereof.

(4) To attend all meetings of the Council unless excused therefrom by three Councilors or by the Mayor.

(5) To act as purchasing agent for all departments of the city. All purchases shall be made in accordance with the Council-approved City purchasing policy.

(6) To examine or cause to be examined, without notice, the official conduct of any officer, assistant, deputy, clerk, or employee in any of the departments of City government, except Councilors.

(7) To keep the Council advised to the needs of the City.

(8) To prepare and submit to the Budget Committee the annual budget estimate and such reports as may be required by that body.

(9) To submit to the Council an annual report of all departments of the City and such other reports as the Council may require.

(10) To prepare or cause to be prepared plans and specifications for work coming under ~~his/her~~their supervision which the Council orders, and to provide such plans and specifications in sufficient number and in ample time to give full opportunity for all contractors who desire to bid thereon to do so.

(11) To have control, subject to such Ordinances as may from time to time be adopted, for all public utilities owned or operated by the City.

(12) To have general supervision over all City property and its use by the public or City employees.

(13) To appoint such advisory boards as he/she may deem desirable to advise on, assist ~~him/her~~them in ~~his/her~~their work; but the members of such boards will receive no compensation as such board members.

(14) To perform such other duties as may be required by this Charter or as the Council may require of ~~him/her~~them.

(15) From time to time, in order to facilitate the prompt, economical, and efficient dispatch of City business, to organize the work of the departments under ~~his/her~~their control, to assign assistants, deputies, and employees from any office or department of the City government to perform work or service in connection with any other office or department thereof, or to work in more than one said offices or departments thereof; provided, that no such change shall affect the powers or duties of any elective officer to the City.

(16) To serve as the City Recorder and such to be clerk of the council, keep an accurate record of its proceedings in a book provided for that purpose, and countersign all instruments and writings by this Charter or by the laws of the state or the City.

(d) Seats at Council Meetings. The Manager and such other officers of the city as may be designated by vote of the council shall be entitled to seats with the Council, but shall have no vote therein. The Manager shall have the right to take part in the discussion of all matters coming before Council.

(e) Manager Pro Tem. During the absence of the Manager from the City, during ~~his/her~~their temporary disability to act as Manager, or during the interim when the Council is seeking a Manager, the Council shall appoint a Manager Pro Tem who shall possess the powers and discharge the duties of the Manager during such absence or disability only; provided, however that a Manager Pro Tem shall have no authority to appoint or remove any City Officer or employee except with the approval of five members of the Council. ~~No manager pro tem shall hold his/her position for more than six months. No appointment of a manager pro tem shall be consecutively renewed.~~The Manager Pro Tem may hold their position for a term of six months with no more than two additional six-month renewals as authorized by four affirmative Council votes.

In case of the absence of the Manager or the Manager Pro Tem from Council meetings, the council shall appoint a ~~clerk of the council pro tem~~City Recorder Pro Tem.

~~(f) Interference in Administration. No member of the council shall in any manner, directly or indirectly, by suggestion or otherwise, attempt to influence or coerce the manager in the making of any appointment or removal, or the purchase of supplies, or attempt to exact any promise relative to any appointment from any candidate for manager, or discuss, directly or indirectly, with any such candidate, the matter of appointments to any city office or employment. Any violation of the foregoing provisions of this section shall work a forfeiture of the office of the offending member of council, may be removed therefrom by the council or by any court of competent jurisdiction; provided, however, that nothing herein contained shall be construed as prohibiting the council, while in open session, discussing with or suggesting to the manager, fully and freely, anything pertaining to city affairs and for the best interest of the city. Neither the manager nor any person in the employ of the city shall take any part in securing, or shall contribute any money toward, the nomination or election of any candidate for the municipal office.~~

(f) Appointments and Removals. Neither the City Council nor any of its members nor the Mayor shall directly or indirectly coerce or attempt to coerce the City Manager or any subordinate of

the City Manager in the appointment or removal of a City employee whom the City Manager is empowered to appoint, but the Council may express its views and fully and freely discuss with the City Manager anything pertaining to appointment and removal of such officers and employees.

(g) Interference in Administration. The City council or its members shall deal with City officers and employees who are subject to the direction and supervision of the City Manager solely through the City Manager, and neither the Council nor its members shall give orders to any such officer or employee, either publicly or privately, or coerce or attempt to coerce such a person in any administrative decision.

~~(f)~~(h) Election Neutrality. Neither then Manager nor any person in the employ of the City shall take any part in securing, or shall contribute any money toward, the nomination or election of any candidate for municipal office.

~~(g)~~(i) ~~(g)~~Ineligible Persons. No person related to the Manager by consanguinity or affinity within the third degree shall hold any appointive office or employment with the City.

Section 6.321. Municipal Judge. The Municipal Judge shall be the judicial officer of the city. ~~They~~~~He/she~~ shall hold within the City a court known as the municipal court for the City of Sweet Home, Linn County, Oregon. The court shall be open for the transaction of the judicial business at times specified by the Council. All areas within the City shall be within the territorial jurisdiction of the court. The Municipal Judge shall exercise original and exclusive jurisdiction of all offenses defined or authorized by Ordinances of the city. ~~He/she~~~~They~~ shall have authority to issue process for the arrest of any person accused of an offense against the Ordinance of the City, to commit any such person to jail or admit ~~him/her~~~~them~~ to bail pending trial, to issue subpoenas, to compel witnesses to appear and testify in court on the trail of any cause before ~~them~~~~him/her~~, to compel obedience to such subpoenas, to issue any process necessary to carry into effect the judgments of the court, and to punish witnesses and others for contempt of court. When not governed by Ordinances or this Charter, all proceedings in the municipal court for the violation of the City Ordinance shall be governed by the applicable general laws of the state governing justices of the peace and justice courts.

Notwithstanding this section of this Charter, the Council may provide for the transfer of power and duties of the municipal court to the appropriate state court of the State of Oregon.

Section 6.422. Other Officers. The Council shall fix the powers and duties of all appointive offices other than those provided for in this Charter.

CHAPTER VII ORDINANCES

Section 7.123. Enacting Clause. The enacting clause of all Ordinances hereafter passed shall be “The City of Sweet Home does ordain as follows.”

Section 7.224. Introduction, Reading, and Passage. Every Ordinance shall be fully and distinctly read in open Council meeting on one day and shall be read by title only on two different days previous to being put upon its final passage provided that the council may have the ordinance fully and distinctly read at any reading thereof; provided, however, that any Ordinance may be introduced and read the first time at any meeting and may upon a unanimous vote of all the members of Council present at the meeting be read a second time by title only and placed upon its passage at the meeting held on a separate and successive day.

Section 7.325. When Ordinances Take Effect and Publication Thereof. Each Ordinance passed by the Council shall take effect on the thirtieth day after its passage; provided, that when the Council deems it expedient or in case of emergency, an Ordinance may provide a different time when it shall take effect, or that it shall take effect immediately. ~~All ordinances shall be posted for 10 days after passage in three or more conspicuous places in the city.~~

CHAPTER VIII PUBLIC IMPROVEMENTS

Section 8.126. Power of Condemnation and Purchase. The City shall have power to acquire by purchase, gift, devise, or condemnation any property either within or without its corporate boundaries for any municipal purpose, for the purpose of (a) protecting, preserving, and facilitating an improvement; or (b) bringing about such development of property along or in the vicinity of an improvement as will make such development harmonious with and adjusted to the improvement; or (c) any combination of such purposes; and to acquire by condemnation property in excess of that needed for the actual improvement and to sell or lease such excess property with building and use restrictions and conditions to make its development harmonious with and adjusted to adjacent public improvements. The necessity for the taking of any property by the City of Sweet Home shall be determined by the Council and shall be declared by a Resolution which shall describe such property as nearly as may be and stating the use to which it is to be devoted. The City shall have power to provide for the payment of all or any part of the cost of land or other property acquired for public use of the construction, reconstruction, repair, operation, or maintenance of any structure or work in the nature of a public facility or improvement, including a public utility and of any other public work or service, by levying and collecting special assessments upon property specially benefited.

Section 8.227. Special Assessment. The method and procedure for determining the amount of the assessments, the spread and apportionment of the amount of the assessments, and the boundary and location of the property, lots, district, or area to be assessed; for the making and approval of the plans and specifications; for the notices of property owners and other interested parties; for the hearings, for the composition, organization, and procedure of boards of revision or appraisal; for the levy of the assessments; for the creation of a lien; and for any and all other determinations, steps, measures, Resolutions, Ordinances, and actions in relation to the assessments shall be governed by either (a) the provisions of the special assessment statutes of the state or (b) the provisions of a general Ordinance setting forth such method and procedure, which general Ordinance may be enacted by Council and shall be subject to amendment or repeal.

Section 8.328. Improvements. Street, sewer, sidewalk, and such other improvements as may be deemed necessary by the Council may be made on the motion of the Council or on petition of a majority of the property owners interested. ~~Remonstrance of~~ Written protest provided by two-thirds of the front footage of property owners concerned shall operate to defeat such motion of petition and the same may not again be considered by the Council for a period of six months.

Section 8.429. Savings Clause. All Ordinances, Resolutions, policies, procedures, contracts, and regulations heretofore passed by the City, in force when this Charter takes effect, if not inconsistent with it, shall remain in full force after it takes effect and until they are amended or repealed by the Council.

Section 8.530. City to Retain Rights and Be Subject to Liabilities in Existence at Time This Charter Takes Effect. No right vested in the City and no liability which it has incurred under this Charter, prior Charters, and any revisions and amendments thereof and laws of the state shall be impaired or discharged by adoption of this Charter, except as this Charter otherwise provides.

Section 8.631. Limitations on Indebtedness. City indebtedness may not exceed the debt limits imposed by state law. A Charter amendment is not required to authorize City indebtedness.

Section 8.732. Repealing Clause. All Charter provisions adopted before this Charter takes effect are repealed.

Section 8.833. Severability. The terms of this Charter are severable. If any provision is held invalid by a court, the invalidity does not affect any other part of the Charter.

CITY OF SWEET HOME SWEET HOME, OREGON

CHARTER



Revised 2026

AN ACT TO REVISE THE CHARTER OF THE CITY OF SWEET HOME, LINN COUNTY, OREGON.

Be it enacted by the City of Sweet Home, Linn County, Oregon:

**CHAPTER I
NAME, BOUNDARIES, POWERS, AND GENERAL PROVISIONS**

Section 1.1. Titles. This Charter shall be referred to as the 2026 Sweet Home Charter.

Section 1.2. Name and Boundaries. The City of Sweet Home, Linn County, Oregon shall, upon the taking effect of this charter, continue to be a municipal corporation under the name of the City of Sweet Home.

The City includes all territory within its boundaries as they now exist or are legally modified. The City will maintain as a public record an accurate and current description of the boundaries.

Section 1.3. Powers of the City. Subject only to limitations provided in this Charter, the City shall have all rights, powers, privileges, and immunities now or hereafter granted either expressly or impliedly to municipalities by the constitution, statutes, and common law of the state, as fully as though each of such rights, powers, privileges, and immunities were specifically stated in this charter.

The enumeration of, or reference to, particular rights, powers, privileges, and immunities in this Charter shall not be construed to be exclusive. This Charter shall be liberally construed to the end that the City may have all necessary powers for the conduct of its municipal affairs, as contemplated by the municipal home rule provision of the constitution and laws of the state.

CHAPTER II FORM OF GOVERNMENT

Section 2.1. Council and Mayor. Except as otherwise provided in this Charter, all powers of the City shall be vested in a Council of six members and a Mayor, all nominated and elected from the City at large.

At each biennial general election, three Councilors and a Mayor shall be elected. The Councilors shall each hold office for four years, and the Mayor shall hold office for two years. Tie votes shall be determined by lot. If the Mayor-elect is a mid-term City Councilor, the fourth-place City Council candidate in that election shall be considered elected to the resulting vacancy and shall serve the remaining two years of the vacated seat.

The Mayor and Councilors in office at the time of adoption of this Charter shall continue in office until the expiration of their respective terms, with powers and duties as provided in this Charter.

Section 2.2. City Attorney, Manager, and Municipal Judge. The Council shall appoint and keep in office a City Attorney, City Manager who shall also serve as the City Recorder, and a Municipal Judge, who shall hold office subject to the discretion of the Council and may be removed by the Council with or without cause.

Section 2.3. Other City Officers and Employees. The City Manager shall appoint a Treasurer/Finance Director, a Chief of Police and such other officers and employees of the City as the Council deems necessary, and may remove any of them at any time with or without cause. The Council may by Resolution require any officer to fill and perform the duties of two or more offices.

Section 2.4. Salaries. The Council shall fix the compensation of all City officers and employees.

CHAPTER III ELECTIONS

Section 3.1. Regulation of Elections. Except as provided otherwise by this Charter, or by the Council by Ordinance relating to elections, the general law of the state shall apply to the conduct of all City elections, recounts of the returns therefrom, and contest thereof. Any qualified elector who has resided in the City at least one year prior to election or appointment to office is eligible for election to the office of Councilor or Mayor.

Section 3.2. Special Elections. The Council may by Resolution or Ordinance order a special election and provide the time, manner, and means for holding it. At least 10 days' notice shall be given of each special election.

Section 3.3. Commencement of Terms of Office. The term of office of each person elected to office at a regular City election shall commence on the first day of January following the election. In the case of an election to fill an existing vacancy in office, the person elected shall enter upon their office immediately.

Section 3.4. Oath of Office. Each officer, before entering upon the duties of their office, shall take an oath that they will support the constitution and laws of the United States and the state, and that they will faithfully perform the duties of their office.

**CHAPTER IV
VACANCIES**

Section 4.1. Vacancies in Office Generally.

(a) An elected office shall be deemed vacant

1. Upon the incumbent's:
 - i. Death,
 - ii. Insanity,
 - iii. Conviction of a felony,
 - iv. Resignation,
 - v. Beginning a term of a different City of Sweet Home elected office,
 - vi. Ceasing to reside within the City limits for a period of 30 days or more,
 - vii. Absence from regular City Council Meetings for a period of 30 days or more without the consent of the Council (as defined in the Council Rules),
 - viii. Ceasing to possess the qualifications necessary for office, or
2. Upon the failure of the person elected to an office to qualify therefore on or before the day their term of office commences.

(b) An appointed office shall be deemed vacant

1. Upon the incumbent's:
 - i. Death,
 - ii. Insanity,
 - iii. Conviction of a felony,
 - iv. Resignation,
 - v. Absence from the City for a period of 30 days or more with the consent of the Council, or
2. Upon the incumbent's ceasing to possess the qualifications necessary for office.

Section 4.2. Manner in Which Vacancies Shall Be Filled.

(a) Vacancies in elected offices that occur within the first half of the elected term shall first be filled by the next highest vote-getter in the previous City Council or Mayoral election; should that person decline or no longer be eligible for appointment, the office shall be filled by the next highest vote-getter in the previous City Council or Mayoral election; should that person also decline or no longer be eligible for appointment, the vacant office shall be filled by appointment by the Council at any regular or special meeting no later than 60 calendar days from the time the vacancy occurs, and the appointed person shall serve the remaining portion of the term.

- (b) Vacancies in elected offices that occur within the second half of the elected term shall be filled by appointment by the Council at any regular or special meeting no later than 60 calendar days from the time the vacancy occurs.
- (c) Vacancies in offices filled by appointment by the Council shall be filled by the Council.
- (d) Vacancies in offices filled by appointment by the City Manager shall be filled by appointment by the City Manager.

CHAPTER V THE COUNCIL

Section 5.1. Council Meetings. The Council shall provide for the time and place of its regular meetings and adopt rules and regulations for the government of its members and proceedings. It shall hold at least one regular meeting each month. Special meetings of the Council may be called by the Mayor, either upon their own motion or upon the request of at least three members of the Council, and held at any time, upon verbal or written notice to all members of the Council then in the City. Special meetings of the Council may also be held by the common consent of all members of the Council.

Section 5.2. Quorum.

- (a) A majority of Council members is a quorum to conduct business, but a smaller number may meet and adjourn from time to time to compel the attendance of absent members in the manner provided by Ordinance. The Council shall keep a journal of its proceedings, and on the call of two members shall the yeas and nays to be taken and entered in the journal upon any question before it except a motion to adjourn. The proceedings of the Council shall be public.

- (b) In the event of three or more concurrent vacant seats, the majority of the remaining Councilors shall constitute a quorum for the purpose of filling vacancies.

Section 5.3. Mayor’s Duties at Council Meetings. The Mayor shall be chairperson of the council and shall preside over its deliberations. They shall have authority to preserve order, enforce the rules of Council, and determine the order of business, subject to the rules of the Council. They may vote as a Councilor.

Section 5.4. Council President. At its first meeting in the new term after each biennial election, the Council shall elect from its membership a Council President for a term of two years. The Council President shall perform the duties of the Mayor in the absence of the Mayor.

Section 5.5. Vote Required. The concurrence of a majority of a quorum shall be required to determine any matter before the Council except as provided otherwise in this Charter.

The following matters shall be determined by no less than four affirmative votes:

- (a) The hiring or firing of Council-appointed positions,
- (b) The filling of Council vacancies except where otherwise outlined in Section 4.2 of this Charter,
- (c) Land use decisions,
- (d) Utility rate changes,
- (e) Modifications to City Municipal Code,
- (f) Approval of Ordinances containing emergency clauses, or

(g) Application of disciplinary action toward a Councilor or Mayor.

Section 5.6. Public Comment. All regular City Council meetings shall include time for the general public to address the Council, as regulated by the Council rules.

Section 5.7. Council Ethics and Conflicts of Interest.

- (a) Public Trust. The purpose of City government is to serve the public. Councilors and the Mayor shall treat their office as a public trust. The City’s powers and resources shall be used for the benefit of the public rather than for any official’s personal benefit. City officials shall afford evenhanded consideration and treatment to all citizens.
- (b) Code of Ethics. The Council shall, by Ordinance, enact a Code of Ethics applicable to the Mayor and City Council. At a minimum, the Code of Ethics shall provide that any official subject to the code must disclose the reason for any potential or actual conflict of interest and may not discuss, debate, or vote as a public official on any matter in which the official has an actual conflict of interest.
- (c) Conflict of Interest. No City Councilor or Mayor shall discuss, debate, or vote as a public official on any decision regarding a contract, the expenses of which are to be paid with City funds, if any of the following persons has a financial interest in the contract: the official; the official’s spouse or domestic partner; or the parent, sibling, or child of the official, the official’s spouse, or the official’s domestic partner. In addition, no City official shall discuss, debate, or vote on any such decision if the official knows that the official’s business associate has a financial interest in the contract. For purposes of this provision, “financial interest” includes any reasonable, objective expectation of financial gain or avoidance of financial detriment.
- (d) Definitions. The Council shall define by Ordinance the terms “domestic partner” and “business associate” for purposes of subsection (c) of this section.
- (e) Voidable Contracts. Any contract with respect to which a City Councilor or Mayor violates subsection (c) of this section is voidable at the discretion of the Council.
- (f) Disciplinary action. Any elected official who violates the Code of Ethics adopted pursuant to subsection (b) or the prohibitions of subsection (c) of this section may be removed from their position upon a finding by the Council that the official committed the violation intentionally and for the purpose of obtaining or maintaining a personal financial benefit for, or avoiding a financial detriment to, any of the persons listed in subsection (c) of this section.

Section 5.8. Enforcement. The Council shall be the judge of the election and qualifications of its members, and of any disciplinary action of its members for violations of this Charter and the rules adopted by the Council. Any Councilor charged with conduct constituting grounds for removal from office shall be entitled to a public hearing, with public notice of such hearing given at least one week in advance of the hearing.

CHAPTER VI
POWERS AND DUTIES OF THE CITY OFFICERS

Section 6.1. Mayor. The Mayor shall appoint the various committees provided for under the rules of the Council or otherwise and shall fill all vacancies in committees of the Council from that body. They shall sign all Ordinances passed by the council within 30 days after their passage, except in the case of an emergency, where they shall be signed upon passage. They shall sign all instruments and writings authorized by this Charter, the laws of the state, or the Council. In the absence of the Mayor, such instruments shall be signed by the Council President. All physical checks issued by the City shall be signed by any two of the following: the Mayor (or Council President), the City Manager (or their designee), and the Treasurer/Finance Director.

Section 6.2. Manager.

- (a) **Qualifications.** The Manager shall be the administrative head of the City government. They shall be chosen by the Council without regard to political consideration and solely with reference to their executive and administrative qualifications. Before entering upon their duties, the Manager shall file with the Mayor an official bond for faithful performance thereof, payable to the city in the sum to be set and approved by the City Council, the premium of which shall be paid by the City. The bond shall be to the satisfaction of the Council, and the approval of the Mayor shall be endorsed thereon.

- (b) **Term.** The Manager shall be appointed for an indefinite term, but may be removed with a vote of four members of the Council. Upon any vacancy occurring in the office of the Manager subsequent to the first appointment hereunder, the Council shall, at its next meeting, adopt a Resolution of its intention to appoint a Manager, and no such appointment shall be made until at least four weeks after adoption of the Resolution. The Council shall appoint a Manager within a reasonable time after the adoption of the Resolution of intention.

- (c) **Powers and duties.** The powers and duties of the Manager shall be:
 - (1) To see that all Ordinances are enforced.
 - (2) To appoint all heads of departments and other City Officers and employees, and to remove them at pleasure, and to have general supervision and control over them, except as otherwise provided in this Charter. All such appointments shall be made upon the basis of merit and fitness alone.
 - (3) To see that the provisions of all franchises, leases, contracts, permits, and privileges granted by the City are fully observed, and to report to the Council any violations thereof.
 - (4) To attend all meetings of the Council unless excused therefrom by three Councilors or by the Mayor.

- (5) To act as purchasing agent for all departments of the city. All purchases shall be made in accordance with the Council-approved City purchasing policy.
- (6) To examine or cause to be examined, without notice, the official conduct of any officer, assistant, deputy, clerk, or employee in any of the departments of City government, except Councilors.
- (7) To keep the Council advised to the needs of the City.
- (8) To prepare and submit to the Budget Committee the annual budget estimate and such reports as may be required by that body.
- (9) To submit to the Council an annual report of all departments of the City and such other reports as the Council may require.
- (10) To prepare or cause to be prepared plans and specifications for work coming under their supervision which the Council orders, and to provide such plans and specifications in sufficient number and in ample time to give full opportunity for all contractors who desire to bid thereon to do so.
- (11) To have control, subject to such Ordinances as may from time to time be adopted, for all public utilities owned or operated by the City.
- (12) To have general supervision over all City property and its use by the public or City employees.
- (13) To appoint such advisory boards as he/she may deem desirable to advise on, assist them in their work; but the members of such boards will receive no compensation as such board members.
- (14) To perform such other duties as may be required by this Charter or as the Council may require of them.
- (15) From time to time, in order to facilitate the prompt, economical, and efficient dispatch of City business, to organize the work of the departments under their control, to assign assistants, deputies, and employees from any office or department of the City government to perform work or service in connection with any other office or department thereof, or to work in more than one said offices or departments thereof; provided, that no such change shall affect the powers or duties of any elective officer to the City.
- (16) To serve as the City Recorder and such to be clerk of the council, keep an accurate record of its proceedings in a book provided for that purpose, and countersign all instruments and writings by this Charter or by the laws of the state or the City.

(d) Seats at Council Meetings. The Manager and such other officers of the city as may be designated by vote of the council shall be entitled to seats with the Council, but shall have no vote therein. The Manager shall have the right to take part in the discussion of all matters coming before Council.

(e) **Manager Pro Tem.** During the absence of the Manager from the City, during their temporary disability to act as Manager, or during the interim when the Council is seeking a Manager, the Council shall appoint a Manager Pro Tem who shall possess the powers and discharge the duties of the Manager during such absence or disability only; provided, however that a Manager Pro Tem shall have no authority to appoint or remove any City Officer or employee except with the approval of five members of the Council. The Manager Pro Tem may hold their position for a term of six months with no more than two additional six-month renewals as authorized by four affirmative Council votes.

In case of the absence of the Manager or the Manager Pro Tem from Council meetings, the council shall appoint a City Recorder Pro Tem.

(f) **Appointments and Removals.** Neither the City Council nor any of its members nor the Mayor shall directly or indirectly coerce or attempt to coerce the City Manager or any subordinate of the City Manager in the appointment or removal of a City employee whom the City Manager is empowered to appoint, but the Council may express its views and fully and freely discuss with the City Manager anything pertaining to appointment and removal of such officers and employees.

(g) **Interference in Administration.** The City council or its members shall deal with City officers and employees who are subject to the direction and supervision of the City Manager solely through the City Manager, and neither the Council nor its members shall give orders to any such officer or employee, either publicly or privately, or coerce or attempt to coerce such a person in any administrative decision.

(h) **Election Neutrality.** Neither then Manager nor any person in the employ of the City shall take any part in securing, or shall contribute any money toward, the nomination or election of any candidate for municipal office.

(i) **Ineligible Persons.** No person related to the Manager by consanguinity or affinity within the third degree shall hold any appointive office or employment with the City.

Section 6.3. Municipal Judge. The Municipal Judge shall be the judicial officer of the city. They shall hold within the City a court known as the municipal court for the City of Sweet Home, Linn County, Oregon. The court shall be open for the transaction of the judicial business at times specified by the Council. All areas within the City shall be within the territorial jurisdiction of the court. The Municipal Judge shall exercise original and exclusive jurisdiction of all offenses defined or authorized by Ordinances of the city. They shall have authority to issue process for the arrest of any person accused of an offense against the Ordinance of the City, to commit any such person to jail or admit them to bail pending trial, to issue

subpoenas, to compel witnesses to appear and testify in court on the trial of any cause before them, to compel obedience to such subpoenas, to issue any process necessary to carry into effect the judgments of the court, and to punish witnesses and others for contempt of court. When not governed by Ordinances or this Charter, all proceedings in the municipal court for the violation of the City Ordinance shall be governed by the applicable general laws of the state governing justices of the peace and justice courts.

Notwithstanding this section of this Charter, the Council may provide for the transfer of power and duties of the municipal court to the appropriate state court of the State of Oregon.

Section 6.4. Other Officers. The Council shall fix the powers and duties of all appointive offices other than those provided for in this Charter.

CHAPTER VII ORDINANCES

Section 7.1. Enacting Clause. The enacting clause of all Ordinances hereafter passed shall be “The City of Sweet Home does ordain as follows.”

Section 7.2. Introduction, Reading, and Passage. Every Ordinance shall be fully and distinctly read in open Council meeting on one day and shall be read by title only on two different days previous to being put upon its final passage provided that the council may have the ordinance fully and distinctly read at any reading thereof; provided, however, that any Ordinance may be introduced and read the first time at any meeting and may upon a unanimous vote of all the members of Council present at the meeting be read a second time by title only and placed upon its passage at the meeting held on a separate and successive day.

Section 7.3. When Ordinances Take Effect and Publication Thereof. Each Ordinance passed by the Council shall take effect on the thirtieth day after its passage; provided, that when the Council deems it expedient or in case of emergency, an Ordinance may provide a different time when it shall take effect, or that it shall take effect immediately.

CHAPTER VIII PUBLIC IMPROVEMENTS

Section 8.1. Power of Condemnation and Purchase. The City shall have power to acquire by purchase, gift, devise, or condemnation any property either within or without its corporate boundaries for any municipal purpose, for the purpose of (a) protecting, preserving, and facilitating an improvement; or (b) bringing about such development of property along or in the vicinity of an improvement as will make such development harmonious with and adjusted to the improvement; or (c) any combination of such purposes; and to acquire by condemnation property in excess of that needed for the actual improvement and to sell or lease such excess property with building and use restrictions and conditions to make its development harmonious with and adjusted to adjacent public improvements. The necessity for the taking of any property by the City of Sweet Home shall be determined by the Council and shall be declared by a Resolution which shall describe such property as nearly as may be and stating the use to which it is to be devoted. The City shall have power to provide for the payment of all or any part of the cost of land or other property acquired for public use of the construction, reconstruction, repair, operation, or maintenance of any structure or work in the nature of a public facility or improvement, including a public utility and of any other public work or service, by levying and collecting special assessments upon property specially benefited.

Section 8.2. Special Assessment. The method and procedure for determining the amount of the assessments, the spread and apportionment of the amount of the assessments, and the boundary and location of the property, lots, district, or area to be assessed; for the making and approval of the plans and specifications; for the notices of property owners and other interested parties; for the hearings, for the composition, organization, and procedure of boards of revision or appraisal; for the levy of the assessments; for the creation of a lien; and for any and all other determinations, steps, measures, Resolutions, Ordinances, and actions in relation to the assessments shall be governed by either (a) the provisions of the special assessment statutes of the state or (b) the provisions of a general Ordinance setting forth such method and procedure, which general Ordinance may be enacted by Council and shall be subject to amendment or repeal.

Section 8.3. Improvements. Street, sewer, sidewalk, and such other improvements as may be deemed necessary by the Council may be made on the motion of the Council or on petition of a majority of the property owners interested. Written protest provided by two-thirds of the front footage of property owners concerned shall operate to defeat such motion of petition and the same may not again be considered by the Council for a period of six months.

Section 8.4. Savings Clause. All Ordinances, Resolutions, policies, procedures, contracts, and regulations heretofore passed by the City, in force when this Charter takes effect, if not inconsistent with it, shall remain in full force after it takes effect and until they are amended or repealed by the Council.

Section 8.5. City to Retain Rights and Be Subject to Liabilities in Existence at Time This Charter Takes Effect. No right vested in the City and no liability which it has incurred under this Charter, prior Charters, and any revisions and amendments thereof and laws of the state shall be impaired or discharged by adoption of this Charter, except as this Charter otherwise provides.

Section 8.6. Limitations on Indebtedness. City indebtedness may not exceed the debt limits imposed by state law. A Charter amendment is not required to authorize City indebtedness.

Section 8.7. Repealing Clause. All Charter provisions adopted before this Charter takes effect are repealed.

Section 8.8. Severability. The terms of this Charter are severable. If any provision is held invalid by a court, the invalidity does not affect any other part of the Charter.

CITY OF SWEET HOME
SWEET HOME, OREGON

CHARTER



Revised May 2025

AN ACT TO REVISE THE CHARTER OF THE CITY OF SWEET HOME, LINN COUNTY, OREGON.

Be it enacted by the City of Sweet Home, Linn County, Oregon:

**CHAPTER I
NAME, BOUNDARIES, POWERS AND GENERAL PROVISIONS**

Section 1. Name and Boundaries. The City of Sweet Home, Linn County, Oregon shall, upon the taking effect of this charter, continue to be a municipal corporation under the name of the City of Sweet Home.

The city includes all territory within its boundaries as they now exist or are legally modified. The city will maintain as a public record an accurate and current description of the boundaries.

Section 2. Powers of the City. Subject only to limitations provided in this charter, the city shall have all rights, powers, privileges and immunities now or hereafter granted either expressly or impliedly to municipalities by the constitution, statutes and common law of the state, as fully as though each of such rights, powers, privileges and immunities were specifically stated in this charter.

The enumeration of or reference to particular rights, powers, privileges and immunities in this charter shall not be construed to be exclusive. This charter shall be liberally construed to the end that the city may have all necessary powers for the conduct of its municipal affairs, as contemplated by the municipal home rule provision of the constitution and laws of the state.

**CHAPTER II
FORM OF GOVERNMENT**

Section 3. Council and Mayor. Except as otherwise provided in this charter, all powers of the city shall be vested in a council of seven members nominated and elected from the city at large.

At each biennial general election, three councilors and a mayor shall be elected. The councilors shall each hold office for four years, and the mayor shall hold office for two years. Tie votes shall be determined by lot.

The mayor and councilors in office at the time of adoption of this charter shall continue in office until the expiration of their respective terms, with powers and duties as provided in this charter.

Section 4. City Attorney, Manager and Municipal Judge. The council shall appoint and keep in office a city attorney, city manager who shall also serve as the city recorder, and a municipal judge, who shall hold office subject to the discretion of the council and may be removed by the council with or without cause.

Section 5. Other City Officers and Employees. The city manager shall appoint a treasurer, a chief of police and such other officers and employees of the city as the council deems necessary, and may remove any of them at any time with or without cause. The council may by resolution require any officer to fill and perform the duties of two or more offices.

Section 6. Salaries. The council shall fix the compensation of all city officers and employees.

Section 7. Bonds of Officers, Employees and Contractors. If ordinances require, every person appointed to an office or place of public employment in the city or entering into a contact with the city shall give the city a bond for the faithful performance of his/her duties. Nothing in this section, however, shall detract from the effect of Section 20.

CHAPTER III ELECTIONS

Section 8. Regulation of Elections. Except as this charter provides otherwise and as the council provides otherwise by ordinance relating to elections, the general law of the state shall apply to the conduct of all city elections, recounts of the returns therefrom, and contest thereof. Any qualified elector who has resided in the city at least one year may be nominated for the council or for mayor.

Section 9. Special Elections. The council may by resolution or ordinance order a special election and provide the time, manner and means for holding it. At least 10 days notice shall be given of each special election.

Section 10. Commencement of Terms of Office. The term of office of each person elected to office at a regular city election shall commence on the first Monday of January following the election. In the case of an election to fill an existing vacancy in office, the person elected shall enter upon his/her office immediately.

Section 11. Oath of Office. Each officer, before entering upon the duties of his/her office, shall take an oath that he/she will support the constitution and laws of the United States and the state, and that he/she will faithfully perform the duties of his/her office.

CHAPTER IV VACANCIES

Section 12. Vacancies in Office Generally. An office shall be deemed vacant upon the incumbent's death, insanity, conviction of a felony, resignation, removal from the city or absence from the city for a period of 30 days without the consent of the council in case of the mayor, manager, municipal judge or councilor, or without the consent of the manager in case of officers appointed by the manager; upon the incumbent's ceasing to possess the qualifications necessary for office; or upon the failure of the person elected or appointed to an office to qualify therefore on or before the day of his/her term of office commences; and in case of the mayor or a councilor, upon his/her absence from meetings of the council for 60 days without the consent of the council.

Section 13. Manner in Which Vacancies Shall Be Filled. Vacancies in office filled by election or by appointment by the council shall be filled by appointment by the council at any regular or special meeting, and the person so appointed shall serve the full unexpired term and until his/her successor is chosen and qualified. Vacancies in offices filled by appointment by the manager shall be filled by appointment by the manager. An officer appointed to fill a vacancy shall within 24 hours after his/her appointment qualify for office, and unless he/she does so, the office shall be considered vacant. During the temporary absence of any officer from the city for any cause his/her office may be filled temporarily in the manner provided for filling vacancies in office.

CHAPTER V THE COUNCIL

Section 14. Council Meetings. The council shall provide for the time and place of its regular meetings and adopt rules and regulations for the government of its members and proceedings. It shall hold at least one regular meeting each month. Special meetings of the council may be called by the mayor, either upon his/her own motion or upon the request of at least three members of the council, and held at any time, upon verbal or written notice to all members of the council then in the city. Special meetings of the council may also be held by the common consent of all members of the council.

Section 15. Quorum. A majority of council members is a quorum to conduct business, but a smaller number may meet and adjourn from time to time to compel the attendance of absent members in the manner provided by ordinance. The council shall keep a journal of its proceeding, and on the call of two

members shall the yeas and nays to be taken and entered in the journal upon any question before it except a motion to adjourn. The proceedings of the council shall be public.

Section 16. Mayor’s Duties at Council Meetings. The Mayor shall be chairperson of the council and shall preside over its deliberations. He/she shall have authority to preserve order, enforce the rules of council and determine the order of business, subject to the rules of the council. He/she may vote as a councilor.

Section 17. President Pro Tem. At its first meeting in the new term after each biennial election, the council shall elect from its membership, a president pro tem for a term of two years. The president pro tem shall perform the duties of the mayor in the absence of the mayor.

Section 18. Vote Required. The concurrence of a majority of a quorum shall be required to determine any matter before the council except as provided otherwise in this charter.

CHAPTER VI POWERS AND DUTIES OF THE CITY OFFICERS

Section 19. Mayor. The mayor shall appoint the various committees provided for under the rules of the council or otherwise and shall fill all vacancies in committees of the council from that body. He/she shall sign all ordinances passed by the council within three days after their passage. He/she shall sign all instruments and writings authorized by this charter, the laws of the state or the council. In the absence of the mayor, such instruments shall be signed by the president pro tem of the council. All orders on the city treasurer shall be signed by two of the three following named city officers, being the mayor, the city manager and the city treasurer.

Section 20. Manager.

(a) Qualifications. The manager shall be the administrative head of the city government. He/she shall be chosen by the council without regard to political consideration and solely with reference to his/her executive and administrative qualifications.

Before entering upon his/her duties, the manager shall file with the mayor an official bond for faithful performance thereof, payable to the city in the sum of \$10,000, the premium of which shall be paid by the city. The bond shall be to the satisfaction of the council, and the approval of the mayor shall be endorsed thereon.

(b) Term. The manager shall be appointed for an indefinite term, but may be removed with a vote of four members of the council. Upon any vacancy occurring in the office of the manager subsequent to the first appointment hereunder, the council shall, at its next meeting, adopt a resolution

of its intention to appoint a manager, and no such appointment shall be made until at least four weeks after adoption of the resolution. The council shall appoint a manager within a reasonable time after the adoption of the resolution of intention.

(c) Powers and duties. The powers and duties of the manager shall be:

(1) To see that all ordinances are enforced.

(2) To appoint all heads of departments and other city officers and employees, and remove them at pleasure, and to have general supervision and control over them, except as otherwise provided in this charter. All such appointments shall be made upon the basis of merit and fitness alone.

(3) To see that the provisions of all franchises, leases, contracts, permits and privileges granted by the city are fully observed, and to report to the council any violations thereof.

(4) To attend all meetings of the council unless excused therefrom by three councilors or by the mayor.

(5) To act as purchasing agent for all departments of the city. All purchases shall be made in accordance with the council approved city purchasing policy.

(6) To examine or cause to be examined, without notice, the official conduct of any officer, assistant, deputy, clerk or employee in any of the departments of city government, except councilors.

(7) To keep the council advised to the needs of the city.

(8) To prepare and submit to the budget committee the annual budget estimate and such reports as may be required by that body.

(9) To submit to the council an annual report of all departments of the city and such other reports as the council may require.

(10) To prepare or cause to be prepared plans and specification for work coming under his/her supervision which the council orders, and to provide such plans and specifications in sufficient number and in ample time to give full opportunity for all contractors who desire to bid thereon to do so.

(11) To have control, subject to such ordinances as may from time to time be adopted, for all public utilities owned or operated by the city.

(12) To have general supervision over all city property and its use by the public or city employees.

(13) To appoint such advisory boards as he/she may deem desirable to advise on, assist him/her in his/her work; but the members of such boards will receive no compensation as such board members.

(14) To perform such other duties as may be required by this charter or as the council may require of him/her.

(15) From time to time, in order to facilitate the prompt, economical and efficient dispatch of city business, to organize the work of the departments under his/her control, to assign assistants, deputies, and employees from any office or department of the city government to perform work or service in connection with any other office or department thereof, or to work in more than one said offices or departments thereof; provided, that no such change shall affect the powers or duties of any elective officer to the city.

(16) To serve as the city recorder and such to be clerk of the council, keep an accurate record of its proceedings in a book provided for that purpose, and countersign all instruments and writings by this charter or by the laws of the state or the city.

(d) Seats at Council Meetings. The manager and such other officers of the city as may be designated by vote of the council shall be entitled to seats with the council, but shall have no vote therein. The manager shall have the right to take part in the discussion of all matters coming before council.

(e) Manager Pro Tem. During the absence of the manager from the city, during his/her temporary disability to act as manager, or during the interim when the council is seeking a manager, the council shall appoint a manager pro tem who shall possess the powers and discharge the duties of the manager during such absence or disability only; provided, however that a manager pro tem shall have no authority to appoint or remove any city officer or employee except with the approval of five members of the council. No manager pro tem shall hold his/her position for more than six months. No appointment of a manager pro tem shall be consecutively renewed.

In case of the absence of the manager or the manager pro tem from council meetings, the council shall appoint a clerk of the council pro tem.

(f) Interference in Administration. No member of the council shall in any manner, directly or indirectly, by suggestion or otherwise, attempt to influence or coerce the manager in the making of any appointment or removal, or the purchase of supplies, or attempt to exact any promise relative to any appointment from any candidate for manager, or discuss, directly or indirectly, with any such candidate, the matter of appointments to any city office or employment. Any violation of the foregoing provisions of this section shall work a forfeiture of the office of the offending member of council, may be removed therefrom by the council or by any court of competent jurisdiction; provided, however, that nothing herein contained shall be construed as prohibiting the council, while in open session, discussing with or suggesting to the manager, fully and freely, anything pertaining to city affairs and for the best interest of the city. Neither the manager nor any person in the employ of the city shall take any part in securing, or shall contribute any money toward, the nomination or election of any candidate for the municipal office.

(g) Ineligible Persons. No person related to the manager by consanguinity or affinity within the third degree shall hold any appointive office or employment with the city.

Section 21. Municipal Judge. The municipal judge shall be the judicial officer of the city. He/she shall hold within the city a court known as the municipal court for the City of Sweet Home, Linn County,

Oregon. The court shall be open for the transaction of the judicial business at times specified by the council. All areas within the city shall be within the territorial jurisdiction of the court. The municipal judge shall exercise original and exclusive jurisdiction of all offenses defined or authorized by ordinances of the city. He/she shall have authority to issue process for the arrest of any person accused of an offense against the ordinance of the city, to commit any such person to jail or admit him/her to bail pending trial, to issue subpoenas, to compel witnesses to appear and testify in court on the trail of any cause before him/her, to compel obedience to such subpoenas, to issue any process necessary to carry into effect the judgments of the court, and to punish witnesses and others for contempt of court. When not governed by ordinances or this charter, all proceedings in the municipal court for the violation of the city ordinance shall be governed by the applicable general laws of the state governing justices of the peace and justice courts.

Notwithstanding this section of this charter, the council may provide for the transfer of power and duties of the municipal court to the appropriate state court of the State of Oregon.

Section 22. Other Officers. The council shall fix the powers and duties of all appointive offices other than those provided for in this charter.

CHAPTER VII ORDINANCES

Section 23. Enacting Clause. The enacting clause of all ordinances hereafter passed shall be “The City of Sweet Home does ordain as follows.”

Section 24. Introduction, Reading and Passage. Every ordinance shall be fully and distinctly read in open council meeting on one day and shall be read by title only on two different days previous to being put upon its final passage provided that the council may have the ordinance fully and distinctly read at any reading thereof; provided, however, that any ordinance may be introduced and read the first time at any meeting and may upon a unanimous vote of all the members of council present at the meeting be read a second time by title only and placed upon its passage at the meeting held on a separate and successive day.

Section 25. When Ordinances Take Effect and Publication Thereof. Each ordinance passed by the council shall take effect on the thirtieth day after its passage; provided, that when the council deems it expedient or in case of emergency, an ordinance may provide a different time when it shall take effect, or that it shall take effect immediately. All ordinances shall be posted for 10 days after passage in three or more conspicuous places in the city.

CHAPTER VIII PUBLIC IMPROVEMENTS

Section 26. Power of Condemnation and Purchase. The city shall have power to acquire by purchase, gift, devise or condemnation any property either within or without its corporate boundaries for any municipal purpose, for the purpose of (a) protecting, preserving and facilitating an improvement or (b) bringing about such development of property along or in the vicinity of an improvement as will make such development harmonious with and adjusted to the improvement or (c) any combination of such purposes; to acquire by condemnation property in excess of that needed for the actual improvement and to sell or lease such excess property with building and use restrictions and conditions to make its development harmonious with and adjusted to adjacent public improvements. The necessity for the taking of any property by the City of Sweet Home shall be determined by the council and shall be declared by a resolution which shall describe such property as nearly as may be and stating the use to which it is to be devoted. The city shall have power to provide for the payment of all or any part of the cost of land or other property acquired for public use of the construction, reconstruction, repair, operation or maintenance of any structure or work in the nature of a public facility or improvement, including a public utility and of any other public work or service, by levying and collecting special assessments upon property specially benefited.

Section 27. Special Assessment. The method and procedure for determining the amount of the assessments, the spread and apportionment of the amount of the assessments, and the boundary and location of the property, lots, district or area to be assessed; for the making and approval of the plans and specifications; for the notices of property owners and other interested parties; for the hearings, for the composition, organization and procedure of boards of revision or appraisal; for the levy of the assessments; for the creation of a lien; and for any and all other determinations, steps, measures, resolutions, ordinances and actions in relation to the assessments shall be governed by either (a) the provisions of the special assessment statutes of the state or (b) the provisions of a general ordinance setting forth such method and procedure, which general ordinance may be enacted by council and shall be subject to amendment or repeal.

Section 28. Improvements. Street, sewer, sidewalk and such other improvements as may be deemed necessary by the council may be made on the motion of the council or on petition of a majority of the property owners interested. Remonstrance of two-thirds of the front footage of property owners concerned shall operate to defeat such motion of petition and the same may not again be considered by the council for a period of six months.

Section 29. Savings Clause. All ordinances, resolutions, policies, procedures, contracts and regulations heretofore passed by the city, in force when this charter takes effect, if not inconsistent with it, shall remain in full force after it takes effect and until they are amended or repealed by the council.

Section 30. City to Retain Rights and Be Subject to Liabilities in Existence at Time This Charter Takes Effect. No right vested in the city and no liability which it has incurred under this charter, prior charters, and any revisions and amendments thereof and laws of the state shall be impaired or discharged by adoption of this charter, except as this charter otherwise provides.

Section 31. Limitations on Indebtedness. City indebtedness may not exceed the debt limits imposed by state law. A charter amendment is not required to authorize city indebtedness.

Section 32. Repealing Clause. All charter provisions adopted before this charter takes effect are repealed.

Section 33. Severability. The terms of this charter are severable. If any provision is held invalid by a court, the invalidity does not affect any other part of the charter.



CITY OF SWEET HOME ADMINISTRATION, FINANCE & PROPERTY COMMITTEE MEETING MINUTES

February 23, 2026, 5:00 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

Mission Statement

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.

Call to Order

The meeting was called to order at 5:00 PM.

Roll Call

PRESENT

President Pro Tem Josh Thorstad, Chair
Mayor Susan Coleman
Councilor Chelsea Augsburger

STAFF

Jason Ogden, City Manager / Police Chief
Adam Leisinger, Special Projects Manager

GUESTS

Deborah Lou Swogger
Daniel Tiel
Deena Bechtel

Approval of Minutes

- a) 2025-07-22 Administration, Finance & Property Committee Meeting Minutes

Councilor Augsburger moved to approve the minutes of the July 22, 2025 Administration, Finance & Property Committee meeting. Mayor Coleman seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Coleman, Augsburger

NAY: None

New Business

- a) Interviews for Park & Tree Committee, Budget Committee, Planning Commission

The following applicants were interviewed:

Deborah Lou Swogger – Park & Tree Committee
Daniel Tiel – Planning Commission
Deena Bechtel – Park & Tree Committee

City Manager Ogden provided staff's recommendation of reappointment of Melanie Jones and Scott Swanson to the Park & Tree Committee and Jamie Melcher to the Planning Commission, who were currently operating in holdover status. It was noted that Dillon Kleinschmit was scheduled to interview for the Budget Committee and Park & Tree Committee but was not in attendance.

Mayor Coleman moved to recommend Deena Bechtel, Melanie Jones, and Scott Swanson for Park & Tree Committee; and Daniel Tiel for the Planning Commission. Councilor Augsburger seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Coleman, Augsburger
NAY: None

Adjournment

There being no further discussion, the meeting was adjourned at 5:45 PM.

ATTEST:

Chair

City Manager – Ex Officio City Recorder

DRAFT



COMMUNITY HEALTH COMMITTEE MEETING MINUTES

February 25, 2026, 4:00 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

Mission Statement

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.

Call to Order & Pledge of Allegiance

The meeting was called to order at 4:01 PM.

Roll Call

PRESENT

Vice Chair Bob Dalton
Committee Member Michael Grenz
Committee Member Dr. Larry Horton
Committee Member Dick Knowles
Committee Member Shirley Schumacher

ABSENT

Chair Kelsey Ann Wray
Committee Member Wanda Jones

COUNCIL

Councilor Ken Bronson, Council Liaison

STAFF

Cecily Hope Pretty, Deputy City Manager
Adam Leisinger, Special Projects Manager

Approval of Minutes

- a) 2026-01-28 Community Health Committee Meeting Minutes

Committee Member Horton moved to approve the minutes of the January 28, 2026 Community Health Committee meeting. Committee Member Schumacher seconded the motion. The motion carried by the following vote:

AYE: Dalton, Grenz, Horton, Knowles, Schumacher

NAY: None

ABSENT: Wray, Jones

Recognition of Visitors / Public Comment

There were no visitors to be heard.

Old Business

- a) Fitness Park Grant Update

Deputy City Manager Pretty stated that City Council committed to the grant for the outdoor fitness court adjacent to City Hall and it was anticipated to be completed later this year.

No action was required for this item.

New Business

a) Annual Report Review

Vice Chair Dalton stated that he prepared a draft presentation with the assistance of other Committee members that would be presented to City Council. He reviewed the Committee’s mission, foundational goals, 2025 accomplishments, and the following proposed 2026 goals:

- Provide Health Committee presentations and education to City Council
- Expand public education
- City Council to identify/include health goals
- Increase Sweet Home Community Health Fair attendance
- Support fundraising for local health-related initiatives

Discussion ensued regarding the integration of Committee and Council goals.

No action was required for this item.

Committee Business for the Good of the Order

Committee Member Schumacher noted that Sweet Home Emergency Ministries was receiving more surplus fresh produce from the high school.

Committee Member Grenz stated that Sunshine Industries would host their annual fundraiser at the Boys and Girls Club on March 7th.

Vice Chair Dalton asked Committee members to be self-reflective and consider their role in the community.

Committee Horton stated that he had been in contact with Angie Frederic, diabetes educator with Lebanon Community Hospital, and that she would be willing to present in Sweet Home.

Deputy City Manager Pretty noted that she would not be available for the next regularly scheduled Committee meeting and would coordinate with Vice Chair Dalton on scheduling.

Adjournment

There being no further discussion, the meeting was adjourned at 4:41 PM.

ATTEST:

Chair

City Manager – Ex Officio City Recorder



City of Sweet Home
 Sweet Home Public Library
 1101 13th Avenue
 Sweet Home, OR 97386
 541-367-5007

Sweet Home Public Library

Statistics

February 2026	This month February 2026	Last month January 2026	Previous year 2025	Year to date 2026
Patron Activity				
Door count	4096	4168	45,306	8,264
Program participants (all ages)	234	259	4,414	493
Total programs (all ages)	21	23	322	44
Circulation and Renewals				
Checkouts & renewals	5156	6147	73,684	11,303
E-audio & E-book checkouts	795	952	9,233	1747
Total items checked out	5951	7099	82,920	13,050
Public Computers				
Logins	240	315	2,932	555
Resource Sharing Savings				
Cost savings	\$4333.37	\$5372.66	\$64,434.93	\$9,706.03
Items borrowed by consortium libraries	302	417	4,616	719
Items borrowed from consortium libraries	378	443	5,662	821
Volunteer Hours				
Hours worked by volunteers	59	62.75	401	121.75
New Library Patrons				
New patron cards issued	44	40	449	84

Events this month: We had multiple Saturday events this month, including several author events and our annual Valentine's Day Tea.

Grant/Donation updates: We continue to receive books from our Harm Reduction grant. We have finished up our grant for STEM kits and all kits have arrived. We received a donation from Going Green that included Board Games, a locker for teens and after school snacks for teens

Items of note: Our Seed Library is up with a wide variety of seeds available to the community. We continue to have our Free Little Pantry available when we have donations.

SWEET HOME PUBLIC LIBRARY NEWSLETTER

March 2026



Spring 2026 Events

(additional events will be added)

Every Tuesday at 4pm - Lego Creators Club

Every Wednesday at 3pm - Afternoon Movie (rated G or PG)

Every Thursday at 10am - Lapsit Storytime for children birth-2 years old

Every Thursday at 11am - Preschool Storytime for children 3-5 years old

March 4th at 11am - Funeral Pre-Planning Information Class with Sweet Home Funeral Chapel

March 6th from 6-8pm - Teen Game Night, ages 13-18

March 9th from 4-5:30 pm - QPR Suicide Prevention Training with Linn Together

March 13th at 3:30pm - Teen Craft : Candy Sushi

March 14th at 1pm - Author Talk with Michelle Heaton - The Dream Guardian : Sasquatch and the Path to Awakening

March 20th from 6-8pm - Teen Movie Night - ages 13-18

March 26th at 4pm - Anime Club - ages 10+

April 3rd from 6-8pm - Teen Game Night, ages 13-18

April 10th at 3:30pm - Teen Craft : Button Making

April 17th from 6-8pm - Teen Movie Night, ages 13-18

April 25th at 2pm - Author Talk with Sue Demarinis - The Station Master's Wife : A Scandalous Life Exposed

May 1st from 6-8pm - Teen Game Night, ages 13-18

May 2nd from 10am-2pm Beginners Computer Building

May 5th at 6pm - Community Reads Discussion Group #1 - The God of the Woods

May 6th at 10am - Community Reads Discussion Group #2 - The God of the Woods

May 8th at 3:30pm - Teen Craft - Melted Crayons

May 15th from 6-8pm - Teen Movie Night, ages 13-18

May 28th at 4pm - Anime Club, ages 10+

May 30th from 11am-1pm - Crow Party: Trinket Exchange, all ages

Contact Info



541-367-5007



shpl@sweethomeor.gov



1101 13th Ave

New Books

I'm So Happy You're Here: A Celebration of Library Joy by Mychal Threets

Take a tour of the library with the internet's favorite librarian, Mychal Threets! This heartwarming debut picture book from Mychal extends an invitation to anyone who could use a little library joy and a reminder that libraries are for everyone. For ages 4-8

This Book Made Me Think of You by Libby Page

A woman receives an unexpected gift from the man she loved and lost—a year of books, one for every month—launching a reading-inspired journey to live, dream, and love again in this glimmering and heart-stopping novel..

Book 'em Eddie by Laurie Cass

When cat-astrophe strikes, Minnie and her trusty rescue cat, Eddie, will have to read between the lines to solve a murder in the newest Bookmobile Cat Mysteries

Staff Highlight

Kira

Programming Librarian

Favorite book of 2025? Play Nice by Rachel Harrison

What are you reading right now?
The Wind Witch Murders by Casey Dunn

What is your favorite color? Teal!

What is your favorite candy?
Haribo Sour Hearts - the best type of sour!

What is your favorite Library Program to host or attend? Tea Parties!

Kira and husband attending a Stardew Valley Symphony performance



Vox Books

Parents and other caregivers are always looking for ways to make learning fun and engaging for the children in their care. With VOX Books readers can listen to the book while they read through it. They don't require CDs, tapes, batteries, devices, or internet access; just press a button and you're listening and reading! They can be used with or without headphones, making them perfect for both solo and group enjoyment. Check out our large collection today!



MEMORANDUM



TO: City Council
FROM: Greg Springman, Public Works Advisor
DATE: March 10, 2026
SUBJECT: PW Monthly Report – February 2026

This memorandum provides a brief periodic update of specific projects, Water Treatment Plant (WTP) and Wastewater Treatment Plant (WWTP) operations and maintenance (O&M), and other activities performed by the Public Works Department.

WWTP Activities - Mahler Water Reclamation Facility

February 2026:

- 84.35 million gallons (MG) of wastewater treated this month
- 6.79 MG max daily flow discharged
- 3.12 MG average daily flow discharged

Compliance:

- Wastewater plant had one sewer system overflows (SSO) in February 2026. The WWTP process has had no process violations for the last 21 months.
- The City received a Notice of Civil Penalty from DEQ for wastewater discharge violations from the Wastewater Treatment Facility into Ames Creek and South Santiam River between October, 2022 through May, 2024. Staff will meet with DEQ to discuss it in detail. DEQ and the City staff agreed to modify the Notice of Penalty. City is waiting for DEQ's response. The City will have the opportunity to do a Supplemental Environmental Project (SEP) in lieu of the fine.

O&M Projects:

- Mahler Water Reclamation Facility Project has been fully designed and is waiting for funding. Staff have completed the WIFIA application and submitted the \$25,000 application fee but are waiting for completion of the FY24 and FY25 audits before requesting a required, updated credit rating as part of the application process.

WTP Activities - Sweet Home Water Treatment Plant

February 2026:

- 28.73 MG finish water treated this month
- 2.04 MG max daily demand
- 1.06 MG average daily demand

Compliance:

- No process violations for February 2026.

Raw Turbidity NTUs:

- Recent heavy rains caused NTU levels to range as high as 80 NTUs during the month of February. NTUs are currently less than 40.

O&M Projects:

- US Army Corps ceased annual Green Peter Reservoir drawdown operations on December 7, 2025.

Engineering Projects

- Ongoing ROW inspections throughout the community.
- Ongoing Coulter subdivision inspections (ADA and sidewalk forms).
- Open bidding for demolition of old City Hall, on hold pending results of hazardous materials survey.
- Staff accepted Civil West's proposal for drainage design on 3rd Ave.
- Updated new water T&M sheet for service tap installations up to 2".
- Staff began updating meter placements on GIS including Kamstrup meter numbers.
- Ongoing plan review for Public Works right of way (ROW) projects.

Public Works Field Activities

Water Division

- Staff continued with water distribution system leak detection citywide. Found and repaired 2 large water leaks. Continue to get water loss down.
- Staff continue to locate all City owned utilities for contractors throughout the service area.
- Staff is trying to schedule the water line replacement project of approx. 300' of 6" main on 8th Ave from Dogwood to Cedar. Including 6 services and 1 hydrant.

Collections System Division

- Staff started sewer main cleaning throughout the service area.
- Staff started to inspect the sewer mains with CCTV inspections.
- Collections staff started winter Infiltration and Inflow (I&I) flow monitoring in basins 8, 13, & 16.

Streets Division

- Staff cleaned ditches for stormwater.
- Staff continues with a small amount asphalt patch work for water leak repairs, and winter potholes.
- Planted the fish in the medians along Highway 20.

Parks & Facilities Division

- Staff working on Supplemental Environmental Project (SEP) east of Ames Creek in Sankey Park. Staff worked with volunteers to plant 2,500 shrubs and bushes.
- Staff maintained City parks, cleaned restrooms, and collected garbage from public trash cans.
- Working on park benches in-house as well as starting shelving for the library.

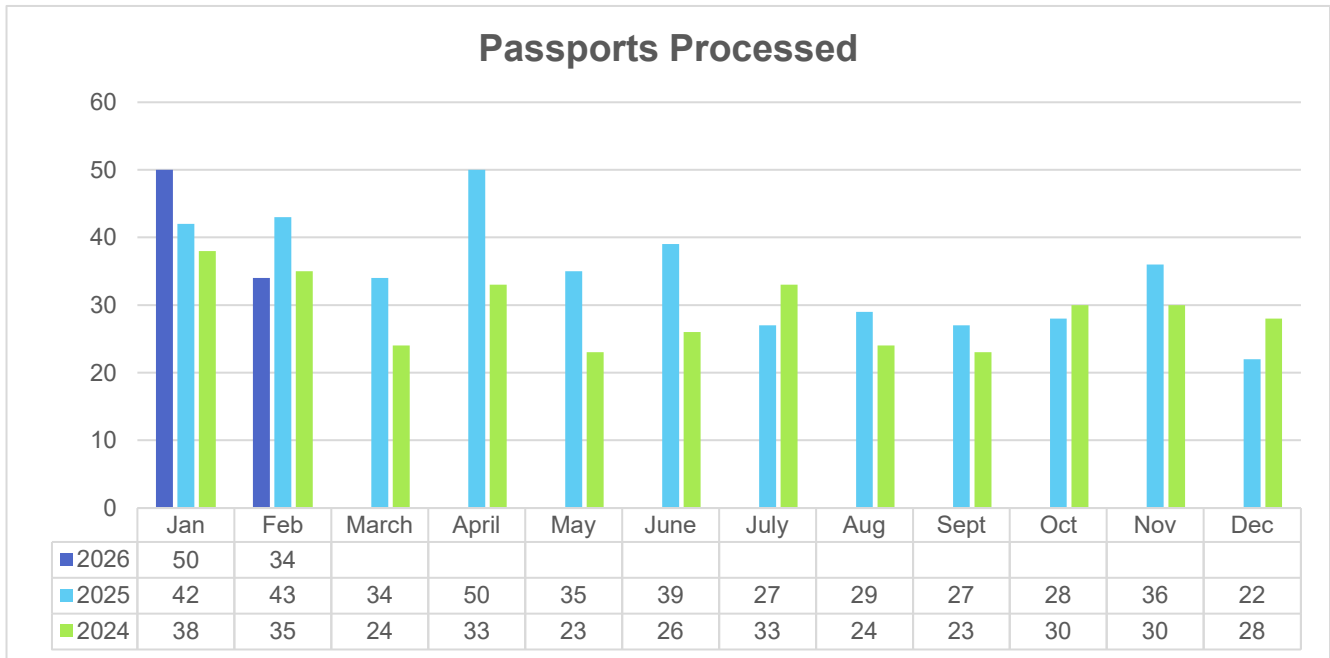
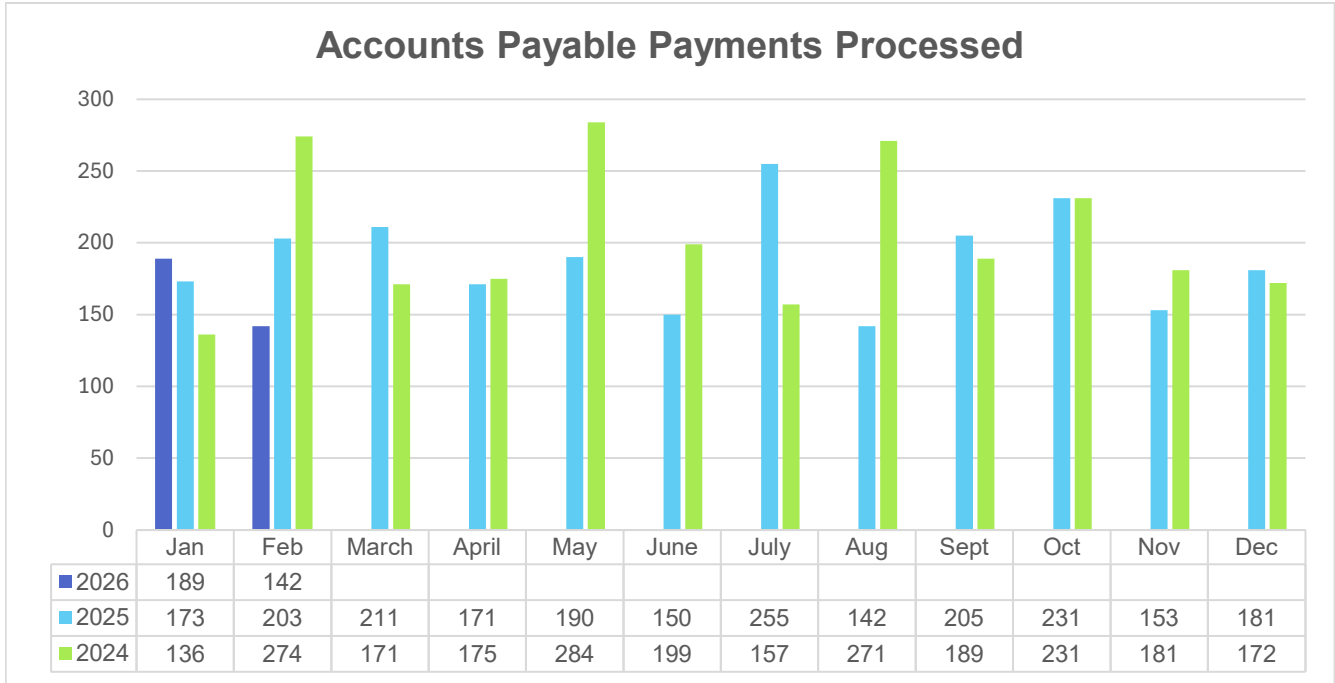
Stormwater Division

- Staff are cleaning storm drain lines as needed.
- Staff are cleaning storm ditches along street easements as time allows.

Finance Department February 2026

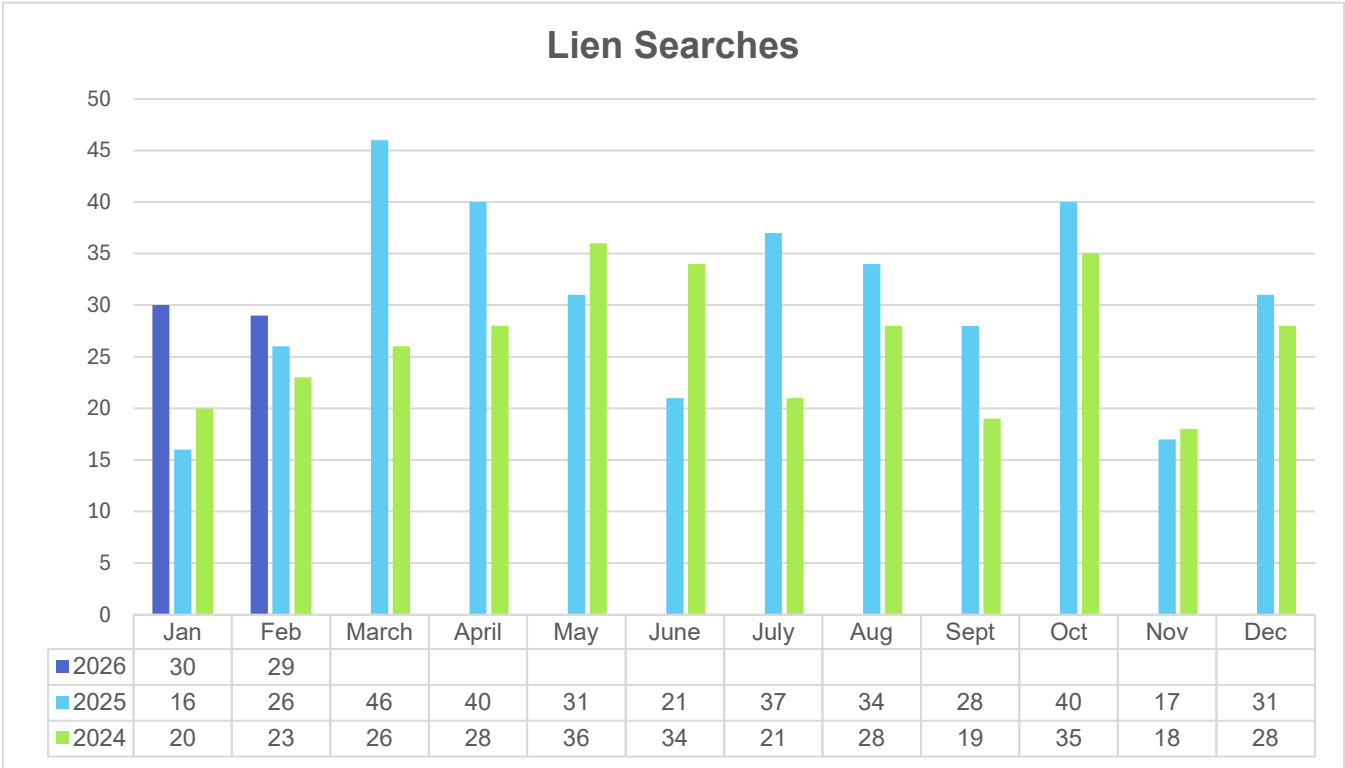
Finance Activities

Payroll was processed for 75 employees.



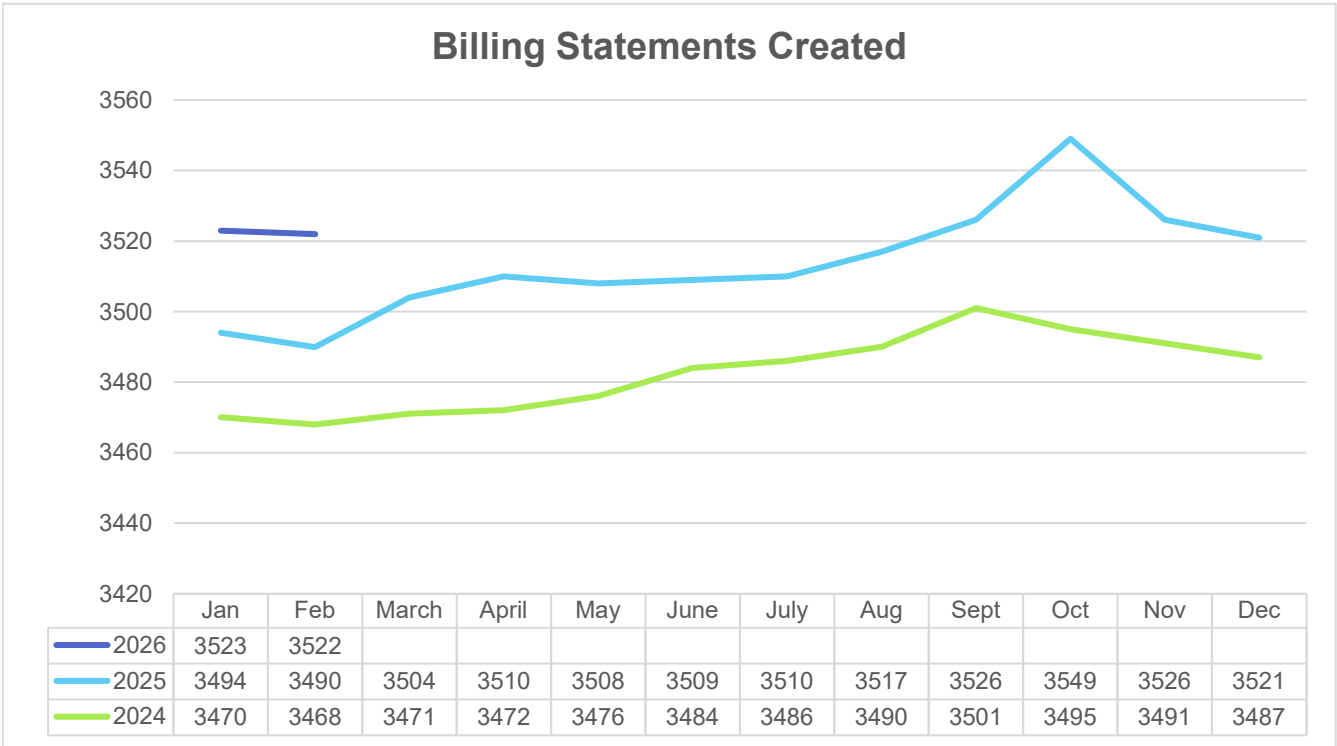
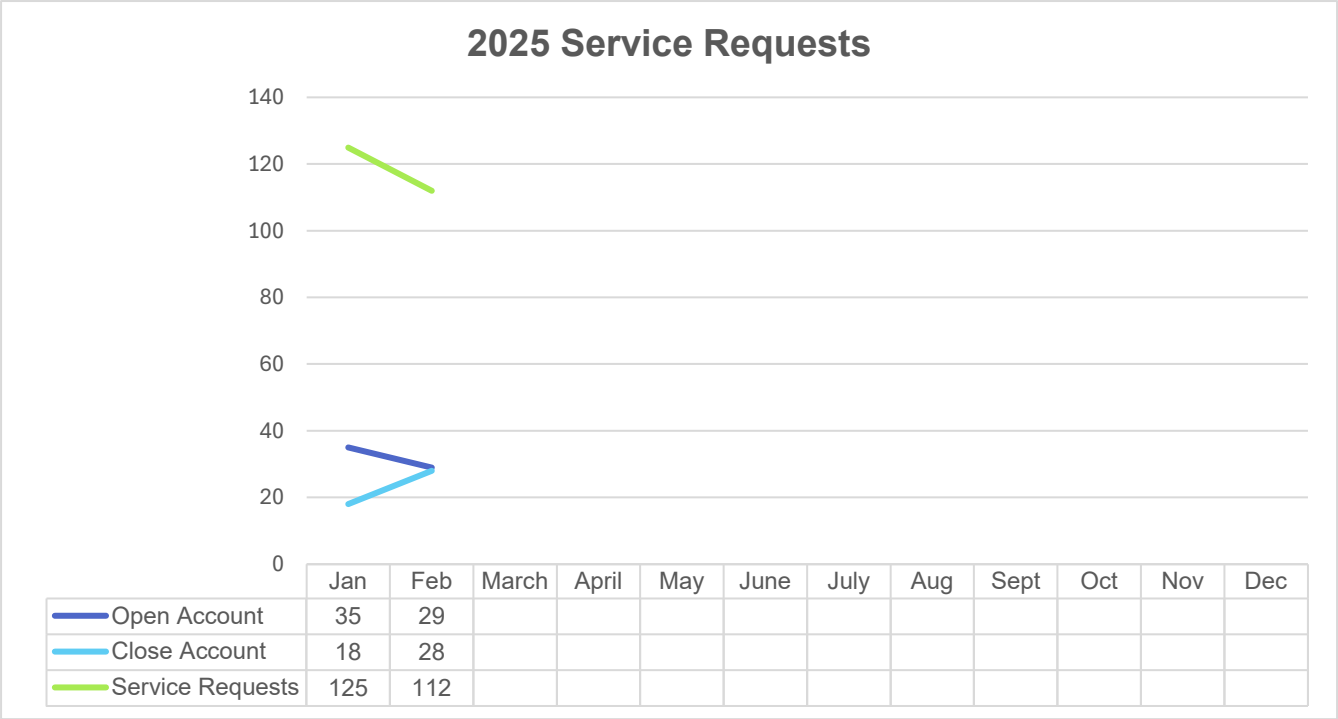
Finance Department

February 2026

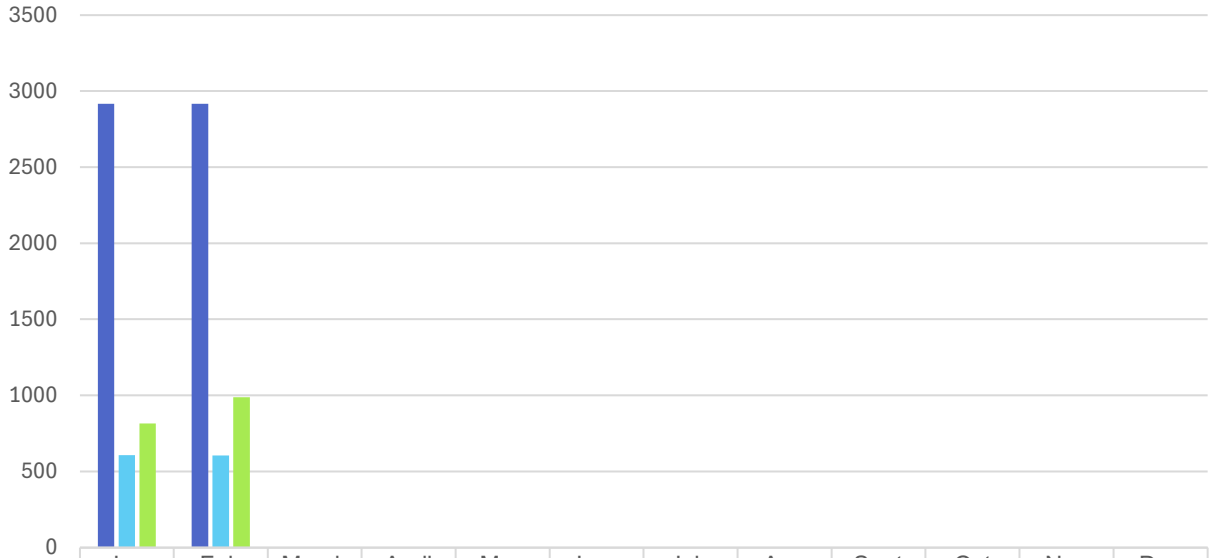


Finance Department February 2026

Utility Billing Activities

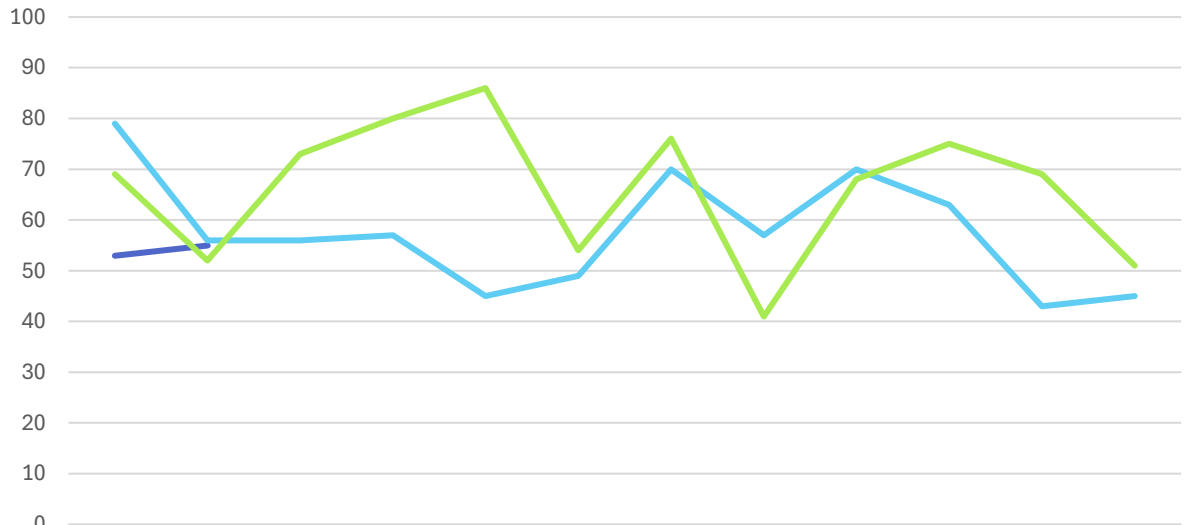


Statements Mailed



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Mailed	2916	2917										
Emailed	607	605										
Past Due	815	988										

Turn Off History



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2026	53	55										
2025	79	56	56	57	45	49	70	57	70	63	43	45
2024	69	52	73	80	86	54	76	41	68	75	69	51

Submitted by:

Cindi Robeck
 Financial Operations Manager
crobeck@sweethomeor.gov

OCTOBER 2023 COUNCIL REPORT-CALLS FOR SERVICE

CALLS FOR SERVICE	Feb-26	Feb-25	2026 TO DATE	2025 TO DATE	YEAR TO DATE CHANGE
PERSON CRIMES (Homicide, Assault, Harassment, Sex Crimes, Menacing, Reckless Endanger, Kidnap, Domestic Violence, Elder & Child Abuse, etc)	11	17	20	39	-48.72%
PROPERTY CRIMES (Arson, Burglary, Theft, Criminal Mischief, Motor Vehicle Theft, Robbery, Unlawful Entry into Motor Vehicle, Reckless Burning, etc)	24	23	57	66	-13.64%
SOCIETY CRIMES (Drive Under Influence of Intoxicants, Disorderly Conduct, Resisting Arrest, Criminal Trespass, Escape, Runaway, Drug Offenses, Weapon Offenses, etc)	21	25	38	46	-17.39%
OREGON SPECIFIC CRIMES (Protective Custodies, Traffic Crimes other than DUII, Warrant Arrests)	62	67	114	122	-6.56%
TOTAL CRIMES REPORTED	118	132	229	273	-16.12%
TOTAL CRIMES CLEARED	90	101	182	211	-13.74%
NON CRIMINAL CALLS FOR SERVICE (Abandoned Vehicles, Agency Assists, 911 hangups, Alarm Calls, Ambulance Assist, Animal Calls, Death Investigations, Disturbances, Domestic Disputes, Juvenile, Motor Vehicle Crashes, Public Assists, Suspicious Activity, Traffic, Trespass Warnings, etc)	634	547	1324	1190	10.12%
TOTAL CALLS FOR SERVICE	752	679	1553	1463	5.80%
TOTAL INCIDENT NUMBERS ISSUED	711	634	1471	1351	8.16%
TOTAL CAD NUMBERS ISSUED	1340	1351	2743	2783	-1.44%

CUSTODIES	Feb-26	Feb-25	2026 TO DATE	2025 TO DATE	YEAR TO DATE CHANGE
TOTAL PERSONS TAKEN INTO CUSTODY	59	60	115	119	-3.36%
TOTAL ADULTS ARRESTED	57	58	110	117	-5.98%
TOTAL JUVENILES IN CUSTODY	2	2	5	2	60.00%
TOTAL CHARGES	111	116	217	231	-6.06%
TOTAL ADULT CHARGES	109	113	210	228	-7.89%
TOTAL JUVENILE CHARGES	2	3	7	3	57.14%

October 2023 Council Report-Traffic

CITATIONS ISSUED	Feb-26	Feb-25	2026 TO DATE	2025 TO DATE	YEAR TO DATE CHANGE
Chapter 803 Vehicle Title and Registration (Fail to Register Vehicle, Fail to Renew Registration, Altered Plate, Switched Plates, Fail to Display Plate, etc.)	4	1	7	4	42.86%
Chapter 806 Financial Responsibility Law (Driving Uninsured, Fail to Carry Proof of Insurance, False Info Regarding Liability Insurance, etc.)	23	12	40	33	17.50%
Chapter 807 Driving Privileges, Licenses and Permits (No Operator License, Fail to Carry and Present License, Fail to Change Name and/or Address on Operator License, etc.)	1	4	4	6	-33.33%
Chapter 811 Rules of the Road for Drivers (Speeding, DWS, Reckless Driving, Careless Driving, Hit and Run, Fail to Obey Traffic Control Device, Follow too Close, Illegal Parking, Fail to Yield to Pedestrian, Fail to Wear Seatbelt, etc.)	29	28	46	62	-25.81%
Chapter 813 Driving Under Influence of Intoxicants (Drive Under Influence of Intoxicants, Refuse the Breath Test, etc.)	2	0	2	2	0.00%
Chapter 814 Pedestrians; Passengers; Livestock; Motorized Wheelchairs; Motorcycles; Bicycles (Improper Use of Lanes, No Motorcycle Helmet, Bicyclist failing to Signal, etc)	0	0	0	0	0.00%
Chapter 815 Vehicle Equipment Generally (Improper Fenders or Mud Guards, Unreasonable Noise, Obstructed Vehicle Windows, etc.)	0	0	0	1	-100.00%
Chapter 816 Vehicle Equipment (Operate Without Lighting Equipment, Operate Without Tail Lights, etc)	0	0	0	1	-100.00%
Chapter 818 -821 (Vehicle limits, abandoned vehicle, special provisions, off road vehicles)	0	0	0	0	0.00%
TOTAL CITATIONS ISSUED	59	45	99	109	-9.17%
TOTAL PERSONS CITED	35	22	57	56	1.75%
TOTAL WARNINGS ISSUED	125	103	222	256	-13.28%
TOTAL OFFICER INITIATED TRAFFIC STOPS	161	127	443	312	29.57%

MOTOR VEHICLE CRASHES	Feb-26	Feb-25	2026 TO DATE	2025 TO DATE	YEAR TO DATE CHANGE
MVC-FATAL	0	0	0	0	0.00%
MVC-INJURY	3	2	5	7	-28.57%
MVC-NON INJURY	6	5	14	10	28.57%
HIT & RUN VEHICLE INJURY	0	1	1	2	-50.00%
HIT & RUN PROPERTY	3	5	4	8	-50.00%
TOTAL CRASHES	12	13	24	27	-11.11%

CRASHES INVOLVING DUII ARREST	0	0	0	1	-100.00%
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NEWSLETTER

CITY OF SWEET HOME

March 2026



BUDGET SEASON BEGINS

This time of year gets to be a busy one for City Council and staff as the push begins to finish projects before the end of the fiscal year (June 30th), but we also plan for future years through developing of our annual budget and the 5-year Capital Improvement Plan (CIP).

Staff is currently finalizing their proposed budget and CIP, which will go before the Budget Committee on April 29th and 30th. The Budget Committee is made up of all seven members of the City Council and an equal number of Sweet Home residents. We currently have a vacancy for a citizen member, so please contact our office if you're interested in serving this year!

The Budget Committee has the opportunity to vote on changes to staff's proposed budget, which will then go before City Council for approval. City Council must approve a budget before July 1st in order for the City to continue operations.

Here are some things you can expect to see done by the end of June:

- Sankey Park Phase III (upper-lower trail connection, bandstand, lighting, and more)
- Crack sealing of roads throughout town
- Median and City entry plantings with a patriotic theme

Keep an eye out for more information soon about what is planned for next year's budget!

CITY OF SWEET HOME
BLOOMS & BREWS
SPRING FESTIVAL

SATURDAY, APRIL 25TH
11:00 AM - 3:00 PM
SANKEY PARK
877 14TH AVENUE

Join us for beer, wine, food, flowers, vendors, live music, and more to celebrate Arbor Day!

SWEETHOMEOR.GOV



The City of Sweet Home offers huge thanks to Mr. Hart and the Sweet Home High School for fabricating these beautiful metal fish that Public Works recently placed in our medians. Check out all 60 fish "swimming" down Main Street!



CITY MANAGER'S MESSAGE

As we enter budget season, much of local government's work happens behind the scenes. While projects move forward across town, our staff and City Council are also planning ahead for the services, infrastructure, and investments that keep Sweet Home strong. The annual budget and five-year Capital Improvement Plan are more than planning documents. They reflect our shared priorities and commitment to responsible stewardship of public resources. I'm grateful to the Councilors, citizen volunteers, and staff who dedicate their time to this process. Thank you for staying informed and engaged as we continue building a community we're proud to call home.

Yours in Service,
Jason Ogden



NEWSLETTER

CITY OF SWEET HOME

February 2026



SWEET HOME - PARKS EDITION!

This month's newsletter is all about Sweet Home parks. Did you know that Sweet Home has five improved parks, two natural park areas, two pocket parks, and South Hills Trail? The City also has a Park System Plan, approved 2024, that guides future planning and development for our beautiful parks. Here are just a few of the wonderful things happening in our parks now and in the near future!

- Sankey Park Phase III Project: This project, which will start construction very soon, will connect lower and upper Sankey with an ADA trail, add a new bandstand, and bring other improvements.
- Blooms & Brews Festival: To celebrate Arbor Day, we're joining forces with the City's Park & Tree Committee to start a new spring festival that will highlight local plants, breweries, and vendors.
- 4th of July celebration: The City is planning a ribbon-cutting for the new bandstand as well as a daytime 4th of July celebration in Sankey Park to commemorate the 250th anniversary of our nation's founding. More details to come soon.

We are also hoping to hear soon about some grant applications and potential plans for our other parks.

Stay tuned for more information about all the exciting updates and events in Sweet Home's parks!

CITY OF SWEET HOME

BLOOMS & BREWS

SPRING FESTIVAL

SATURDAY, 4/25/2026
11:00 AM - 3:00 PM

SANKEY PARK
877 14TH AVE
SWEET HOME, OR 97386

FEATURING:

- Local beer & wine vendors
- Native plants & flowers for sale
- Nature-based vendors
- Live music
- Plant education
- Family-friendly activities
- And more!



SWEETHOMEOR.GOV

JOIN US FOR AN ARBOR DAY
CELEBRATION FEATURING THE
CITY'S PARK & TREE COMMITTEE



CITY MANAGER'S MESSAGE

As winter continues in Sweet Home, this season offers a good moment to reflect on the places that bring our community together year-round. Our parks and trails provide space for recreation, connection, and celebration, even in the quieter months. As you'll see in this newsletter, the City is investing thoughtfully in these shared spaces while continuing to plan responsibly for the year ahead. Thank you for your ongoing support and engagement as we are for both the services we rely on today and the community we're building for the future.

Yours in Service,
Jason Ogden



www.sweethomeor.gov



541-818-7110



3225 Main Street
Sweet Home, OR 97386

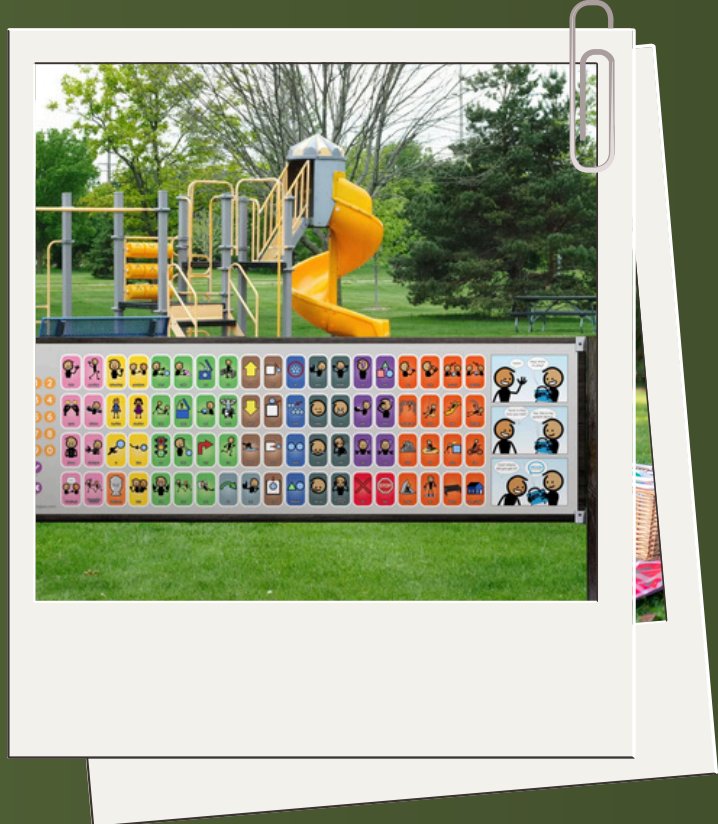


Check out our website
and social media!



City of Sweet Home

INCLUSIVE PARK FUNDRAISER



The City of Sweet Home is seeking donations to help us install a communication board at Sankey Park. This board can be used by all kinds of visitors - non-verbal, those who can't yet read or spell, and more! The addition of this board, which will be customized to include imagery specific to having fun at the park, will make Sankey Park more inclusive for everyone and support recreation for people of all abilities.

TO DONATE, PLEASE SCAN THE QR CODE BELOW.



For more info, email cpretty@sweethomeor.gov.



City of Sweet Home
Water Management and Conservation Plan
2026-2036
FINAL DRAFT

Prepared by:

City of Sweet Home Staff
3225 Main Street
Sweet Home, Oregon 97386



2026-2036 Water Management and Conservation Plan

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Section 1: Introduction

1.1 Background

The City of Sweet Home is located in Linn County in the Willamette Valley, 50 miles southeast of Salem and 44 miles northeast of Eugene, adjacent to the South Santiam River and Foster Lake. Sweet Home is bordered to the north and northwest by the South Santiam River, to the east by Foster Lake, and to the south and southwest by the Chandler Mountains. Santiam Highway (US 20) is the main access road to the City and it passes through Sweet Home approximately 20 miles east of Interstate 5.

The City of Sweet Home lies at the foot of the Cascade Mountains and is bordered on the North by the pristine South Santiam River. Sweet Home is the third (3rd) largest city in Linn County, encompassing 6.5 square miles and was incorporated in 1893.

The City of Sweet Home owns the public water system (PWS ID 41 00851) which is currently operated by the City. The City relies on the Santiam River for its drinking water source, with the point of diversion at Foster Dam, and has three storage reservoir sites with approximately 4.61 million gallons of storage capacity.

The City of Sweet Home adopted its current Water Master Plan on December 10, 2024; a link to this plan is provided in the Appendix. The City's current Water Management and Conservation Plan (WMCP) was completed in 2016 (also provided in the Appendix) and needs to be updated in 2026.

1.2 Authorization

The City submitted a draft WMCP to OWRD in 2016, for which a Final Order was received September 12, 2016, approving the City's WMCP until March 2, 2026. The approved final order requires the City to submit an updated WMCP, due by March 2, 2026, to OWRD.

Per OAR 333-061-0060(5), community water systems serving 300 or more service connections must maintain a current Water Master Plan that has been reviewed and approved by the Oregon Health Authority (OHA). Due to the information overlap required of WMCP's and Master Water Plans, water suppliers are encouraged to consider updating Master Water Plans while creating a WMCP and wrapping the WMCP within the Master Water Plan.

The City updated the current Water Master Plan in March 2024; City Council reviewed and approved the new Water Master Plan in December 2024 and the City received approval from OHA in August 2025.

The current WMCP is required to be updated by March 2, 2026, with a draft to be submitted to OHA by that March 2, 2026 deadline.

1.3 Purpose

The purpose of this plan is to guide the development and implementation of water management conservation programs and policies to ensure sustainable use of water resources for municipal water uses. It will document the City's use, management, and conservation of water resources as required to satisfy conservation and management requirements. It will serve as a guide to the City in its efforts to manage and conserve water resources.

Section 2: Area and Planning Considerations

2.1 Area

The City of Sweet Home is located in Linn County in the Willamette Valley, 50 miles southeast of Salem and 44 miles northeast of Eugene, adjacent to the South Santiam River and Foster Lake. The Willamette Valley is located between the Oregon Coast on the west and the Cascade Mountains to the east. It covers about 3,900 square miles from Eugene in the south to Portland in the north.

Sweet Home is bordered to the north and northwest by the South Santiam River, to the east by Foster Lake, and to the south and southwest by the Chandler Mountains, which serve as a natural Urban Growth Boundary and city limit. Santiam Highway (US 20) is the main access road to the City and it passes through Sweet Home approximately 20 miles east of Interstate 5. The highway connects Sweet Home with the cities of Lebanon to the northwest and Cascadia to the east. Other access roads to Sweet Home are State Route 228 and Route 3, which connect to Crawfordville and Brownsville. A main east-west rail line also passes through the City.

The area for this report is consistent with the Urban Growth Boundary (UGB) established by the City's Comprehensive Plan. Although there are several properties outside the current city limits that receive municipal water service, the City has a current policy of only servicing residents with municipal water that are within the city limits.

The city and surrounding unincorporated rural area, locally known as the Sweet Home Valley, encompass approximately 18 square miles (11,520 acres). Land use and development is governed largely by the local topography. The city is bordered by hills, resulting in the town layout occurring in an east-west orientation.

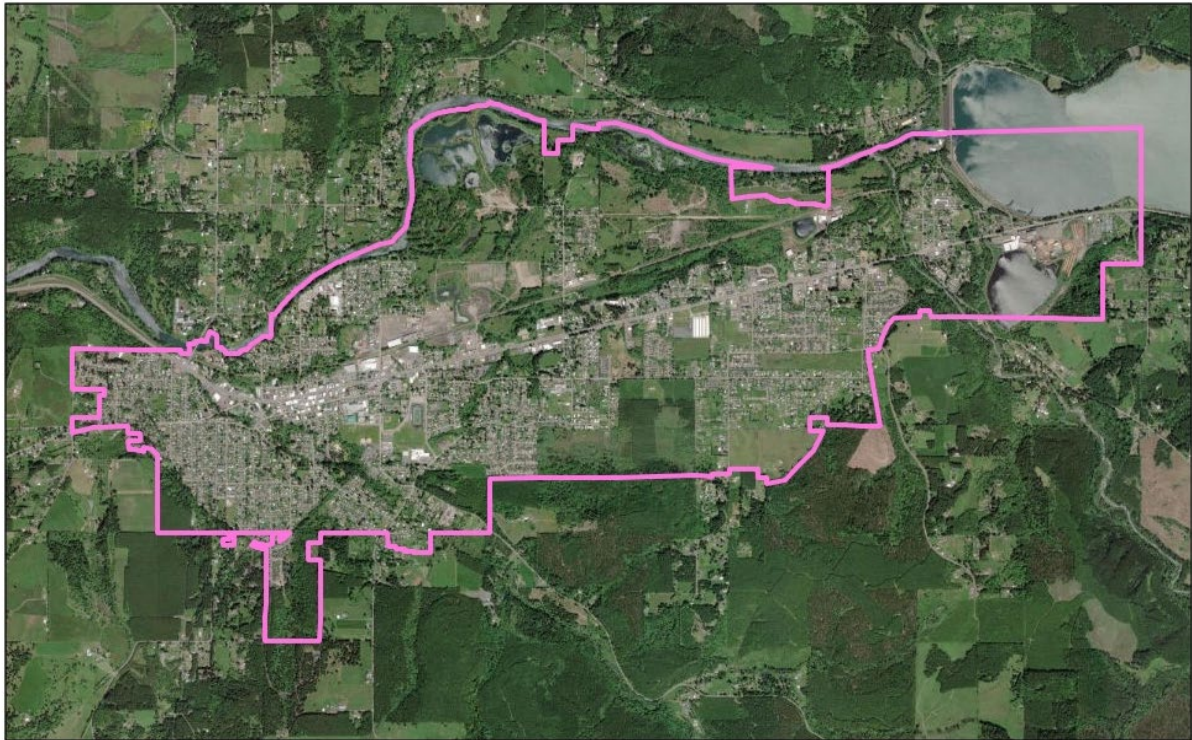
2.2 Planning Considerations

Approximately 15% of the vacant land within the city is unsuitable for development and the majority of the undeveloped land has been designated for urban residential development. The commercial district extends along U.S. Highway 20 and is concentrated in downtown Sweet Home between 18th and 9th avenues. This commercial district is bordered by high- and medium-density residential areas. Industrial land uses are concentrated along the highways through the center of town, but outside of the commercial areas.

The UGB for Sweet Home encompasses approximately 3,689 acres with roughly 3,282 acres within the city limits. The land use within the UGB is comprised of approximately 50% residential; 8% industrial; 6% commercial; 25% Planned Recreational; 5% Public; and 6% water.

The planning area for this plan is limited to the land within the present UGB. The improvements recommended in this plan are based on development of land within the UGB in its present location. It is assumed that no significant development will occur within the study area which will require major changes to the existing zoning, and that there will be no significant expansion of the UGB within the study period. Changes in any of these assumptions could change the recommendations contained in this plan. Should significant changes in any of the above occur, this plan should be updated accordingly.

Figure 2-1. Distribution Service Area.



9/9/2025

City Limits

World Imagery

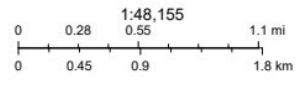
Low Resolution 15m Imagery

High Resolution 60cm Imagery

High Resolution 30cm Imagery

Citations

9.6m Resolution Metadata



Section 3: Description of Existing System

3.1 Source Water

The source of water for the City of Sweet Home is Foster Reservoir, a flood control Dam placed on the South Santiam River, a tributary of the Santiam River, which is in turn a tributary of the Willamette River. The South Santiam River runs from east to west and serves as both the northern city limit and the northern Urban Growth Boundary (UGB) for the City of Sweet Home. It is situated in the Willamette Basin of Western Oregon and is recharged by precipitation from a 557-square mile area, which receives drainage for Quartzville Creek, the Middle Santiam River, and South Santiam River, which are high up in the Cascade Mountains. Wiley Creek also flows into the South Santiam River downstream of Foster Dam Reservoir.

The source water provided to the treatment plant property is received from Foster Reservoir through a supply pipe installed in Foster Dam, a rock-fill dam constructed by the U.S. Army Corps of Engineers in 1968, in which a 42" high-capacity raw water intake screen was placed. The City diverts South Santiam River water from the Foster Reservoir through a 24-inch connection at the Foster Dam. Water supply flows via gravity through approximately 5,200 linear feet of supply line to a pump house at the Water Treatment plant located at 1500 47th Avenue, approximately one mile to the west of Foster Dam.

Figure 3-1 shows the location of Foster Reservoir, the raw water facilities, and water treatment plant (WTP).

The official point of diversion for the raw water supply is described as follows:

NW1/4 NE1/4, SECTION 27, T 13 S, R 1 E, W.M.; 1048 FEET SOUTH AND 697 FEET EAST FROM THE N1/4 CORNER OF SECTION 27.

3.2 Treatment Facility

In April 2008, the City began the official bid process for the construction of a new 6.0 million gallons per day (MGD) water treatment plant including 17,280 sq. ft. building, consisting of three (3) 1,400 gallons per minute filter units; a clear-well, backwash ponds, holding pond and pump station; 2,000 ft. of raw water lines; and 3,150 ft. finished water lines. The project was efficiently and effectively completed and went online in August 2009.

The treatment plant contains three filter trains and three finished water pumps. Each filter train is independent of one another, and each designed to produce 2 MGD. The approved maximum discharge rate into the distribution system is 2,600 gallons per minute (GPM) as per Oregon Health Authority. This is equivalent to 3.7 MGD and is equivalent to two finished water pumps running continuously.

This "3-train system" is designed to meet 67% capacity (4 MGD) should one filter train be out of service for repairs or maintenance. This also allows the system to use only enough source water necessary to meet consumer demand.

3.3 Reservoirs

There are five finished water storage reservoirs with a total capacity of 4.61 million gallons (MG) available within the City system at three separate locations. Three in-ground type concrete reservoirs are located on 10th Avenue in the southwestern part of the City and in total hold 2.5 MG finished water. The largest of all the reservoirs, with a capacity of 2 MG, is located on 49th Avenue in the southeast part of the City and is an above-ground reinforced concrete reservoir.

Figure 3-1. Existing water system from current Water Master Plan.

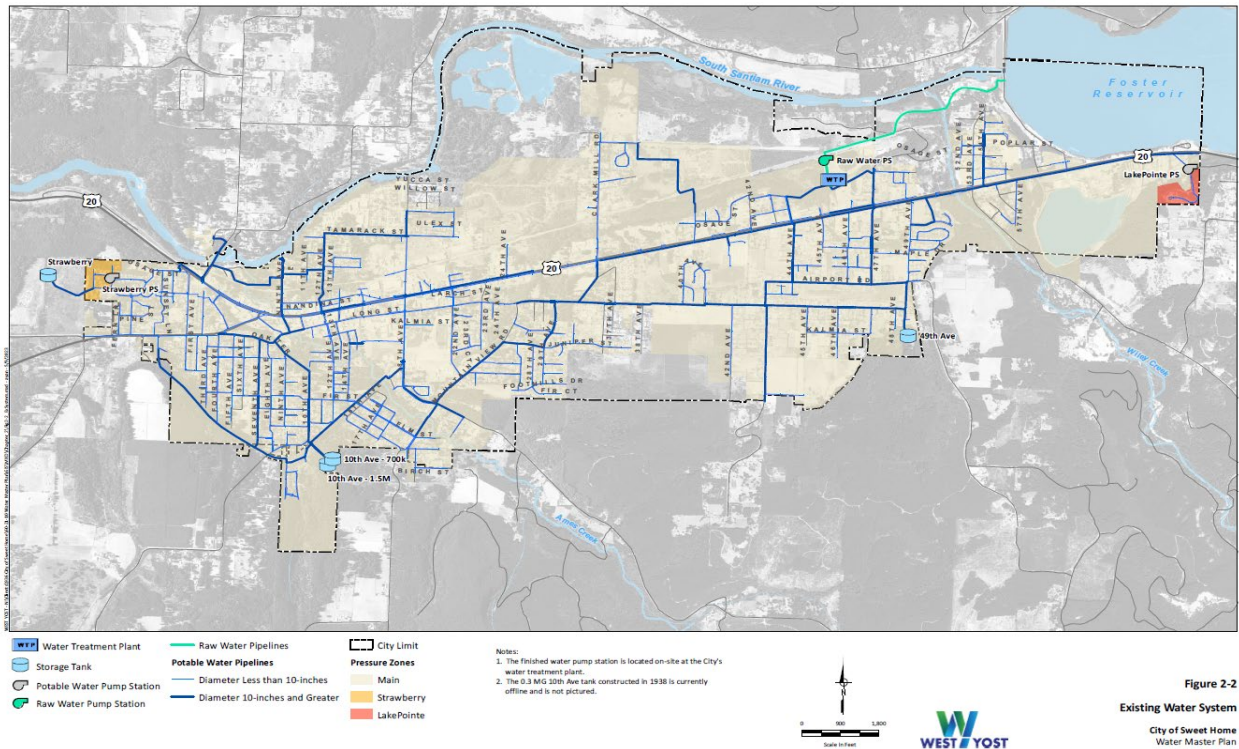


Figure 2-2
Existing Water System
City of Sweet Home
Water Master Plan

The City complies with OAR Chapter 690, Division 85 by recording monthly water production at the water treatment facility and submitting this information to Oregon Water Resources Department. The City submits the data online annually via the department's website online www.wrd.state.or.us for the previous water year (October-September). Table 3-1 represents the last 10 years of water production from the City's water treatment plant.

Table 3-1. 10-year water production rates, 2015-2025.

YEAR	Jan (MG)	Feb (MG)	Mar (MG)	April (MG)	May (MG)	June (MG)	July (MG)	Aug (MG)	Sept (MG)	Oct (MG)	Nov (MG)	Dec (MG)	Annual Water Production (MG)
2015	29.8	26.7	28.9	29.5	31.6	39.3	42.2	41.3	32.2	31.7	30.0	32.6	395.8
2016	32.7	31.0	32.9	30.8	33.0	37.8	41.1	43.5	35.9	32.6	30.4	33.6	415.3
2017	36.6	30.8	34.6	32.7	34.0	36.5	45.2	46.2	37.3	34.5	32.9	33.9	435.2
2018	34.2	32.8	35.5	34.7	38.4	43.2	48.3	44.5	36.5	34.3	32.1	35.6	450.1
2019	34.9	26.4	37.3	35.3	38.9	38.0	44.7	45.5	31.1	32.2	32.4	34.4	431.133
2020	33.9	28.8	34.0	29.2	24.0	25.1	31.3	31.7	26.0	22.5	22.6	25.8	334.78
2021	30.8	23.3	26.3	30.3	34.0	34.1	40.1	38.7	28.7	27.0	25.2	27.9	366.391
2022	27.1	23.9	26.5	24.1	25.1	28.0	32.9	36.8	32.5	28.9	27.0	25.9	338.661
2023	28.3	25.3	24.6	24.4	31.1	37.6	41.8	40.2	33.6	30.2	31.4	29.3	377.743
2024	32.1	27.7	29.4	29.2	31.5	36.4	44.5	40.1	36.3	31.8	26.9	31.0	396.843
2025	29.0	27.7	30.3	29.1	37.3	43.3	46.3	44.8	38.3	33.0	28.8	29.3	417.337

3.4 Water Rights

A water right can be perfected once the user completes construction of the facilities necessary to divert and use the water for the authorized use. Once the user submits evidence showing the water has been used in compliance with the permit conditions, OWRD issues a water right certificate. Table 3-2 summarizes the City’s four existing water rights to the South Santiam River and Ames Creek.

Table 3-2. Summary of existing water rights.

Permit No.	Certificate No.	Point of Diversion	Priority Date	Permitted Water Right		Certified Water Right	
				cfs	mgd	cfs	mgd
S-13151	88300	South Santiam River	7/14/1938	0.60	0.39	0.60	0.39
S-20525	88301	South Santiam River	4/16/1951	7.00	4.52	7.00	4.52
S-49959	88302	South Santiam River	4/08/1986	5.50 ^(a)	3.55	3.51	2.27
S-10140	95551	Ames Creek ^(b)	4/24/1931	0.076	0.049	0.076 ^(c)	0.05
Total Available Water Right:				13.18	8.52	11.19	7.23
Total Available Water Right – Potable Use:				13.10	8.47	11.11	7.18
<p>(a) Certificate No. 88302 is only partially perfected for 3.51 cfs of the 5.50 cfs under Permit No. S-49959. The City must apply the remaining 1.99 cfs to full beneficial use by October 1, 2050, to fully perfect the water right permit.</p> <p>(b) Ames Creek surface water was previously used for non-potable irrigation at Sweet Home High School.</p> <p>(c) Certificate No. 95551 limits the City to a maximum annual volume of 10 AF/yr (3.26 MG/yr) from Ames Creek.</p>							

The City’s primary water supply is surface water from the South Santiam River. As shown in Table 3-2, the City holds three existing water rights permits to the South Santiam River for municipal use that total 13.10 cubic feet per second (cfs), or approximately 8.47 million gallons per day (mgd). The City holds corresponding water rights certificates that total 11.11 cfs, or approximately 7.18 mgd. The difference in the quantities between the water rights permits and certificates is due to Permit Number (No.) S-49959, which is only partially perfected and has an associated certificate that is limited to 3.51 cfs (2.27 mgd). The City must demonstrate beneficial use of the remaining water right quantity of 1.99 cfs by October 1, 2050, to fully perfect Permit S-49959. Water rights Permit No. S-13151 and S-20525 are fully perfected.

Projected water use at the end of this 10-year plan period will not put the unperfected water right to full beneficial use. Therefore, the City of Sweet Home will use the October 1, 2050 date as the target date for applying water to full beneficial use. This schedule will need to be reviewed and revised based upon updated projected water demands revised in the complete 10-year update of this plan.

Section 4: Water Conservation

4.1 System Meters

The City's water distribution system is fully metered. All individual water services were previously read and recorded manually monthly by contracting partner "Meter Readers, LLC" of Lake Oswego, Oregon. In 2020, the City invested \$800,000 to perform a complete water meter change-out to install radio frequency meters. The Kamstrup meters provide readouts automatically when City staff drive past. Residential and commercial water leaks are detected after the meters are read, allowing immediate communication with customers to prevent loss of additional water and preventing excess water bills.

4.2 Meter Testing and Maintenance

The City's current meters are digital analog and if they fail, City staff replaced the meter at no cost to the customer. This replacement is completed through annual replacement program and/or when a meter shows abnormal use or failure in reading. City staff now performs all meter reading and customer interaction as needed. A service meter can be changed out at the request of City staff and/or the customer. If a customer requests the meter to be checked for accuracy and the meter is less than ten years in service, the meter can be replaced. The customer's account is credited accordingly when it is to the customer's benefit to do so.

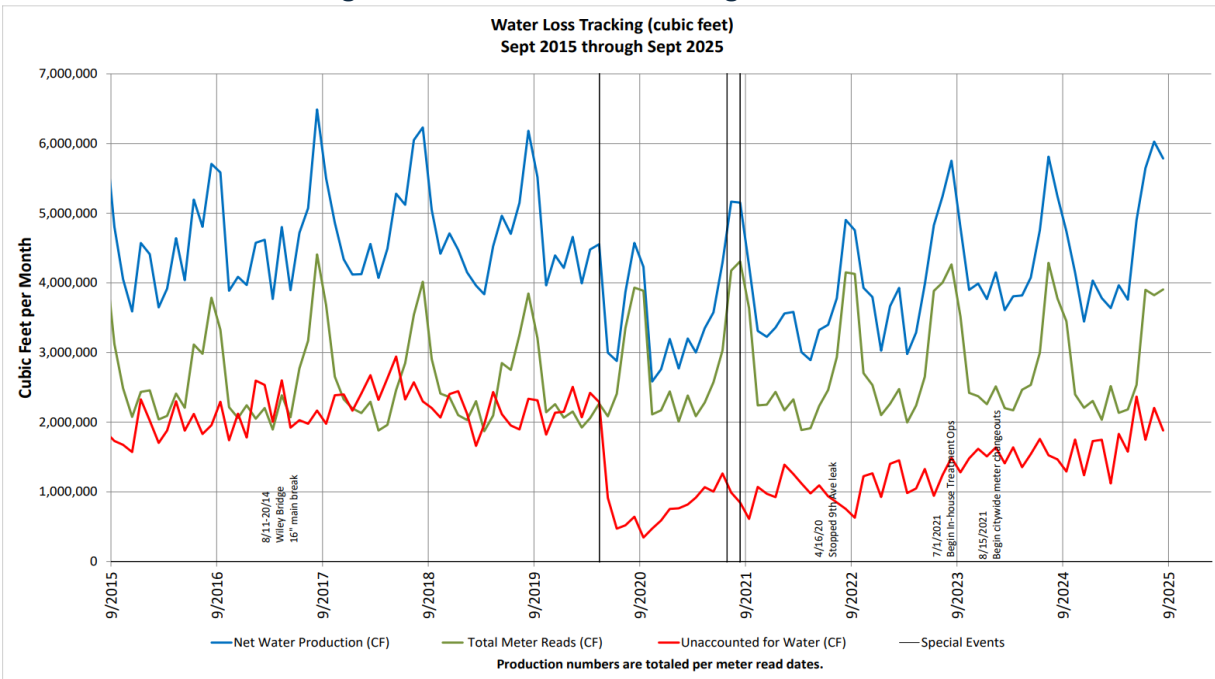
The anticipated useful life of the meters is approximately 20 years; the City is currently developing a replacement program to phase in replacements in the years around this expected lifespan.

4.3 Annual Water Audit

The City has an annual water loss audit program to track the amount of water diverted as well as to determine the amount of unaccounted-for water more accurately. The program as implemented in 2007, has improved over time, and remains an effective and easy system.

The water loss audit program is an Excel spreadsheet in which values are input based upon monthly reports from customer usage, both billed and unbilled consumption, as well as water treatment production records. It also includes data from fire hydrant rental usage (including Fire District usage for emergency as well as training purposes), and water utilized for filter "backwash" purposes. Figure 4-1 shows water loss tracked from September 2015 to September 2025.

Figure 4-1. Water loss tracking, 2015-2025.



A review of the Figure 3-2 above indicates that the City’s water loss program efforts by staff have been successful in reducing water loss. As an example, in 2020, City staff located and repaired a large water leak estimated at 375,000 gallons per day, which resulted from the water main resting directly on top of a storm drain segment below subsurface grade. This number was verified by stormwater monitoring, daily water production, and monthly water product averages.

The City’s methodology for accounting for un-metered authorized use and unauthorized use (water loss) is as follows:

1. The City utilizes Springbrook Utility Billing Software for its account billing and usage purposes. For each calendar month, a “UB – Summary by Service Rate” report is generated to identify all “billed” consumption. This monthly total is then subtracted from the “UB – Consumption” report to determine the amount of “unbilled” consumption.
2. Monthly water production and run-time reports are generated with relevant information from treatment plant staff and provided in a monthly water read report. This information is also utilized for its annual “Water Use” reporting to the State that is required for water rights purposes.
3. Authorized water use that is metered and unmetered (system flushing, fire district use, City use, etc.) is estimated by the City and/or read from meters where applicable.
4. Information gathered in the above three steps is inputted in columnar form into the audit spreadsheet. Unaccounted for water (lost water) is calculated by subtracting the known usage quantities (billed, unbilled, authorized use, filter backwash, storage, fire hydrant, etc.) from the total amount water produced. The information is calculated on a monthly as well as annual basis.

In 2025, the City finished the change out of the old SCADA system, to a new SCADA system which improves alarm communications to staff, improves detailed trending throughout the water

treatment plant and distribution system. With the improved water meters and the updated SCADA system, staff have better tools to respond to water loss conditions much more quickly.

4.4 Leak Detection Program

In 2019, the City purchased leak detection survey equipment and trained City staff in its use. Staff perform ongoing water leak surveys in progressive segments of the water distribution system utilizing listening equipment, with survey to be performed on major pipe mains, fire hydrants, and valves. Any service connections, meters, and service lines that show indications of leaks will also be surveyed. Leaks found during the surveys will be repaired as soon as possible by City staff. Figure 3-2 demonstrates the ongoing identification of water leaks and system repairs.

Historically, the distribution system has contained a large amount of two-inch galvanized iron piping, thought to be the cause of significant water leaks in the system. The City has an ongoing program to replace all 2-inch galvanized iron piping which is supported by the Water Master Plan.

4.5 Rate Structure and Billing

Annually, the City of Sweet Home is authorized to complete a rate analysis for the water and sewer utilities that aimed to determine the revenue requirements for the water and sewer utilities; to determine the cost of the two services; and also to study and help set water and sewer rates.

The rates are based on meter size and water use, as summarized in the table below. Water use fees are charged per 100 cubic feet (cu ft) for commercial and bulk services and per 100 cu ft that exceed 300 cu ft for residential services within the City limits. A service factor rate of 1.5 times equivalent City rates is assessed for services outside the City limits. The City’s water rates result in larger water bills the more water a service uses.

Meter Charge (Base Rate)

Meter Size	Base Rate
¾ Inch	\$20.59
1 Inch	\$26.03
1 ½ Inch	\$33.28
2 Inch	\$53.22
3 Inch	\$200.06
4 Inch	\$254.44
6 Inch	\$381.34
8 Inch	\$526.36

Water Use Charge (Commodity)

Customer Class	Commodity Charge
Residential (First 300 cu ft included in base charge)	\$9.53 per 100 cu ft AFTER first 300
Commercial	\$9.50 per 100 cu ft usage
Bulk	\$9.41 per 100 cu ft usage

As demonstrated in the two tables above, the City’s water rates are based in part on the quantity of water metered at the service connection as required by OAR 690, Division 86 rules. Basing the rest of the charges on the size of the customer service water meter serves as an indirect method of charging larger water users more since larger water meters are usually required by larger water users. This varying charge, based on the meter size, is also seen by the City as a way to tie water charges more closely to the amount of water used by water customers.

4.6 Public Education Program

The City continues with a public education program that will be targeted toward water customers, particularly residential customers, in order to help in the City’s conservation effort. The program will include the following:

- Attempt to make regular visits to schoolchildren at local schools, making presentations and/or providing material on the importance of water conservation. This program shows children simple ways to conserve water at home and at school by turning off the faucet while brushing their teeth in the morning, not using the toilet as a garbage disposal unit, taking short instead of long showers, and avoiding frequent use of the bathtub. It is expected that these visits to schools, plus the literature they take home, will help meet immediate conservation needs and develop better lifetime water use habits in children.
- Conservation messages on the City website. Simple to implement conservation practices and tips will continue to be available in a “Conservation Tips Newsletter” that can be found on the City website at www.sweethomeor.gov/publicworks/page/water-conservation-tips-information. Information on how to obtain conservation brochures will be included in the messages. The messages will be regularly updated.
- Distributing the water conservation tips at least two times annually with customer water bills. These brochures will emphasize the importance of water conservation and list some simple steps that can be used to conserve water in the home. The brochures will include a simple demonstration of how customers can check for water leaks in their service meters and report them to the water utility. These mailers will remind water customers about the need to conserve water and demonstrate how simple conservation steps can go a long way in reducing water use.
- Comparison of current water use with the previous year’s water use on customers’ bills. This should help customers determine if their water conservation efforts are in fact helping them reduce the overall amount of water they use. Hopefully water use comparisons will encourage customers who notice significant hikes in their water use to want to conserve water.

- The City believes that public education will be an important tool in its effort to encourage responsible water use among its water customers. Children who are exposed to education that encourages conservation are more likely to be responsible water users when they grow up. In addition, coordination with the local watershed council may be a method to expand educational opportunities.

Section 5: Water Curtailment

5.1 General

OAR 690, Division 86 rules require that all public water suppliers such as the City of Sweet Home have an emergency curtailment plan. The City recognizes the need for such a plan to improve its preparedness and help it cope with an emergency condition. Conditions that are likely to cause a water emergency shortage in Sweet Home include a fire emergency or equipment failure at the treatment plant, water contamination events, major system damage, and multiple equipment failures. All these situations are highly unlikely to occur, but if one of them does, the City may not be able to provide water to customers in an acceptable manner. In that case, the City of Sweet Home will rely on its emergency plan summarized in Table below.

5.2 Assessing Water Supply and Storage

No major emergencies that have prevented the City of Sweet Home from supply potable water to its residents have occurred within the last 10 years. There is currently 5.9 MG of water storage, with approximately three days of operating capacity before boil notices will be required.

5.3 Curtailment Strategy

The City of Sweet Home currently has an Emergency Response Plan (ERP) for dealing with water shortages that relies on one of five different conditions to trigger activation of various responses. The last Water Management and Conservation Plan indicated that there were six conditions that triggered activation of the curtailment plan, where gaseous chlorine was identified. Gaseous chlorine has been removed offsite from the WTP and currently disinfects production potable water with 12.5% sodium hypochlorite. The current five trigger conditions are:

- Loss of potability
- Water contamination
- Major system damage
- Water use restrictions
- Power outage

Each of the conditions has specific responses to help the city handle the emergency situation. The City recognizes some shortcomings in the existing plan, as follows. The triggers listed above lack a clear definition of the point when a condition can be called an emergency in relation to the ability of the City to provide water to customers. The existing plan also centers on the event of declaring an emergency, but does not include any process to provide water subsequent to declaration of the emergency. Acknowledging the above-mentioned shortcomings of the existing plan, the City recognized the need for an improved emergency/curtailment system and plans to present this report to the City Council so that it can be used as the basis for a City water emergency curtailment ordinance.

Under the emergency plan, any condition including the six listed above that is expected to prevent the city from providing water to 40% of the population for the duration of six hours or more shall be declared as an emergency by the City Manager. The emergency shall be declared a Category A or a Category B, based on whether the condition is expected to cause a total or partial outage in the water system.

Category A

All emergencies that a water supplier such as the City of Sweet Home is likely to experience fall under two categories. Category A involves the loss of potability of the supplier's water, or a failure of the system to supply water. The supplier's ability to produce water may remain, but due to certain circumstances, the water is not high enough quality to be supplied to the water customers for use. Category A emergencies are more likely to render most, if not all, of the water unusable. They include contamination events and over-chlorination of the water supply. Adding excessive amounts of other treatment agents may also cause this kind of emergency. In such a situation, where a total outage is expected, the City Manager shall authorize public radio and/or television announcements of the emergency condition and request the state's Emergency Management Division to provide water from external sources by tank trucks. In that event water will be distributed directly to customers at schools, the City Hall, Fire District locations, and other public areas. The U.S. Army Corps of Engineers resources may also be requested by the City Manager, depending on the extent of the emergency. If a complete failure of the water system occurs, severe rationing may result.

Category B

Category B emergencies include situations such as power outages, major system damage, multiple equipment failures, or fire emergencies at the water treatment plant. These emergencies may or may not cause total system outages, and may only be expected to last for a day or two at most. In cases where they cause overall system outages for a long period, these emergencies will be treated just like category A emergencies. If total outage is not expected, then the following curtailment steps will be implemented.

Summary of Emergency Response Plan

EMERGENCY	RESPONSE
Any condition that prevents the City from being capable of providing water to 40% of the water customers for six or more hours.	Category A or Category B emergency is declared.
<p>Category A: Full-Service Outage Causes may include:</p> <ol style="list-style-type: none"> 1. Water Contamination 2. Over-chlorination 3. Extreme situations of Category B Emergency 4. Massive equipment failures 5. Flooding 6. Earthquakes 	<ol style="list-style-type: none"> 1. Inform residents by posters, radio, web-based outlets, and/or television about emergency conditions. 2. Request state's Emergency Management Division to provide water from external sources by tank trucks. 3. If necessary, request more water from the U.S. Army Corps of Engineers. 4. Distribute water to City residents at schools, City Hall, Fire District locations, and other public areas.
<p>Category B: Reduction of Service Capacity Causes may include:</p> <ol style="list-style-type: none"> 1. Power outages 2. Major system damage 3. Multiple equipment failure 4. flooding 	<ol style="list-style-type: none"> 1. Inform residents by posters, radio, web-based outlets, and/or television about emergency conditions. 2. Based on how much water consumption is as a percentage of treatment plant capacity, implement conservation alert, moderate alert, or critical alert as appropriate.

The City has not had any major emergencies that prevented the City of Sweet Home from supplying potable water to its residents have occurred within the last 10 years. As of 2023, the US Army Corps is required to operate the Green Peter Reservoir to a lower surface elevation for safe fish passage. This dam operation method started in 2023, drawing down lake elevation beginning in November and lasting through December. The method of operation causes fluctuations in turbidity and operational disruption in the City's water treatment plant. The City three water filters are able to treat higher levels of turbidity in the water supply at an increased cost for energy, chemicals, and labor.

The intention of this plan is to lay out a framework of actions to implement in an emergency situation that does not render the total of Sweet Home's water distribution system unusable. The course of action will depend on the extent and severity of each emergency situation and be based on the ability of the water utility to provide sufficient potable water for customers. The three emergency stages are:

- Conservation Alert
- Moderate Alert
- Critical Alert

A conservation alert is aimed at reducing water use within the City through voluntary actions of the residents. Its goal is to reduce water use to less than 80 percent of the water treatment plant's capacity, hence frequent declarations of this alert signify the need for the expansion of the water treatment plant. A moderate alert is intended to further reduce water consumption, with a goal of 10% reduction in water use within the City. A critical alert calls for drastic reduction in the water use within the City.

The trigger for this stage of alert occurs when water usage reaches 80% of treatment plant capacity for three consecutive days. The City Manager shall declare a conservation alert emergency and request voluntary conservation measures by customers. A State-declared drought for the Sweet Home area will also be considered a trigger for the conservation alert stage. The response for this stage will require the city manager to:

- Distribute brochures that encourage conservation;
- Request customers to water lawns every other day instead of daily;
- Request customers north of Highway 20 to irrigate lawns in the morning and those south of Highway 20 to irrigate lawns during the evening;
- Request irrigation time to be limited between 7:00 AM and 7:00 PM;
- Turn City fountains off and post signs explaining the reason;
- Request customers to postpone non-essential hosing of sidewalks, walls, driveways, parking lots, open grounds, streets and roofs except when required before painting; and
- Request voluntary reduction in car, boat, and trailer & recreation vehicle washing except in facilities that recycle wash water.

A moderate alert stage is triggered when water consumption reaches 90% of treatment capacity for two consecutive days. The City Manager shall at this stage call for a continuation of the conservation measures listed in the conservation alert stage. However, the City Manager shall declare several of those measures as compulsory during the moderate alert stage. Compulsory measures during this stage include:

- Prohibiting lawn irrigation between 7:00 AM and 7:00 PM;
- Mandatory adherence to every other day watering schedule;
- Mandatory adherence to evening or morning irrigation schedule, depending on whether customers live north or south of Highway 20; and
- Restrict other non-essential outdoor water use as determined by the City Manager.

A critical alert shall be declared by the City Manager when water consumption reaches 95% of treatment capacity, when total production capability is lost, or when deemed necessary by the City Manager. The following will be prohibited during the alert:

- Watering, sprinkling or irrigating lawns without explicit City approval in writing. The City will approve watering, sprinkling or irrigating of lawns, grass or turf only in the following situations:
 - New lawns, turf and grasses that were seeded before issuance of the critical alert and are less than 12 months since first planting.
 - Such grass, turf and lawn shall only be watered until established.
 - Grass, turf and lawn that are part of a commercial sod farm.
 - Golf course greens and tees.
 - Other areas that may be deemed to be essential by the City.
- Use of City-supplied water for filling private swimming pools.
- Use of City-supplied water for washing, hosing and spraying of walls, roofs, sidewalks, driveways and other hard surfaces, except where deemed necessary for health and safety reasons by the Oregon Department of Human Services - Drinking Water Program and Oregon Department of Environmental Quality and where necessary prior to painting during repairs, reconstruction and remodeling of buildings.
- Washing boats, land vehicles, including but not limited to cars, buses, trailers, and trucks, except where public health, safety and welfare depend on frequent vehicle cleaning, such.

A severe loss of water production which is expected to last more than two days may include more drastic water restrictions, such as the following:

- Prohibition of all unauthorized water use, including any irrigation, swimming pools, or any form of car or truck washing.
- Restrictions on taking showers or baths.
- Restrictions on flushing toilets.

Water contamination events may also result in boil water notices.

The following staff members will have the tasks listed in a water curtailment event:

- Public Works Director or designee:
 - Coordinate staff and effort to improve emergency situation. Coordinate all direct and indirect media outreach.
- Public Works Department:
 - Coordinate with major water users to reduce consumption.
- Police Chief and Police Department:
 - Enforce water curtailment measures.

Section 6: Water Supply

6.1 Current and Future Service Areas

Determining present and future water demands is the first step in assessing the City's water facilities. It is critical that current demands are evaluated to determine if existing facilities are able to meet demands. If a system is unable to successfully meet the current needs of the community, system upgrades become a high priority. A determination of the future demand is also a critical step because it establishes the capacity and size of water system components needed in the future.

The City's water service area is generally contiguous with the City limits; the service area was previously depicted in Figure 2-1. The City has a current population of 10,206, with population projected to grow to 12,800 by 2043, the 20-year horizon of this WMCP. The City utilizes surface water from Foster Reservoir as the primary potable water sources and treats it at the City's WTP before distributing it to the water system. The City's historical water production has averaged 311 million gallons per year (MG/yr) for the period from 2016 through 2020, equivalent to an average daily production of 0.85 million gallons per day (mgd).

6.2 Population and Water Demand Projections

The City's average daily water use is expected to increase to 1.10 mgd by 2043 due to population growth and future development distributed throughout the City limits and the City's Urban Growth Boundary (UGB). Projected water demands were proportionally distributed among the buildable vacant parcels and future developments based on the parcel's and/or project's area.

Total water production for the City of Sweet Home from 2015 through 2025 is shown previously in Table 3-1. The City averages a monthly production of 33.065 MG, with July as the month of the most production with an average of 46.30 MG and February as the lowest month with an average production of 27.70 MG produced.

According to the 2020 PSU PRC population forecast, the City's 2040 population is projected to increase to 11,010. However, future population estimates were developed for the City's Wastewater Facilities Plan, dated December 2016, using the 1.168 percent annual average growth rate (AAGR) predicted for Linn County, in accordance with OAR 660-032-0040(6), to project a 2040 population of 12,259. The approved System Development Charge (SDC) Methodology Report, dated December 2020, is consistent with the Wastewater Facilities Plan and assumes a 2040 population of 12,259. For the purposes of this WMCP, the City's 2040 population projection consistent with other adopted planning documents is used. Therefore, the City's 2040 population is assumed to be 12,259. Population estimates presented for the five-year increments between 2020 and 2040 were interpolated assuming an average annual growth rate of 1.3 percent per year. Finally, as the City's Water Master Plan (WMP) encompasses a 20-year planning horizon, the 2043 (future) population was extrapolated using the average annual growth rate of 1.3 percent per year. Table 6-1 presents the City's projected future population of 12,758.

Table 6-1. Historical and projected population.

Year	PSU PRC Estimates ^(a)	City Planning Documents ^(b)	US Census ^(c)
Historical Population			
2010	8,945	--	8,925
2011	9,005	--	--
2012	9,025	--	--
2013	9,065	--	--
2014	9,060	9,060	--
2015	9,090	--	--
2016	9,090	--	--
2017	9,090	--	--
2018	9,225	--	--
2019	9,340	9,340	--
2020	9,415	--	9,828
Projected Population			
2025	10,046	10,058	--
2030	10,455	10,745	--
2035	10,759	11,479	--
2040	11,010	12,259	--
2043	--	12,758	--
<p>(a) Yearly estimates obtained from the 2020 Annual Oregon Population Report Tables, PSU PRC, revised July 1, 2020. Projected population obtained from the Current Forecast Summaries for All Areas, revised 2021.</p> <p>(b) The City used a 20-year future population of 12,259 people in its 2020 SDC Methodology Report, consistent with the Wastewater Facilities Plan. Five-year incremental future population estimates shown in Table 3-2 were linearly interpolated between the 2020 PSU PRC population estimate (9,415) and the 2040 future population in other City planning documents (12,259).</p> <p>(c) United States Census Population Estimates. April 1, 2020.</p>			

Section 7: Summary

7.1 General

The City of Sweet Home, Oregon is the local government that is affected by this plan, and although it is not required, notice of this plan will be provided to Linn County for their review and comment.

7.2 Plan Update

The City of Sweet Home proposes to submit an updated plan ten (10) years from the submittal of this plan, approximately 2036. The City will evaluate progress on water curtailment and water conservation efforts set forth in this plan at that time. No major improvements to the City's water system or source water supply are anticipated prior to the end of this 10-year period.

Appendix

[City of Sweet Home Water Master Plan & Appendices](#) (Adopted 2024)

[Water Conservation & Master Plan](#) (2016)

[Water Conservation & Master Plan Amendment](#) (2016)